The first ordinary meeting of the Health and Safety Committee for the 2018/19 session, to be held on 14th Nov 2018 in Meeting Room 3, Beit Quad at 3pm.

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Subject** | **Lead** | **Timings** |
| 1.Formal Business | Welcome and Chair’s Business | Health and Safety Chair | 3pm |
| 2. | Declaration of Conflict of Interest | Health and Safety Chair |  |
| 3. | Apologies | Health and Safety Chair |  |
| 4. | Consider minutes from **20th June** and **24th Sept 2018** | Health and Safety Chair |  |
| 5. | Action Tracker | Health and Safety Chair |  |
| **Matters to discuss** |  |  |  |
| 6. | Health and Safety Terms of Reference | Head of Finance and Resources |  |
| 7. | Regulatory updates | Health and Safety Chair |  |
| 8. | Risk Assessments: CSP Samples | DPFS and DPCS |  |
| **Matters to report** |  |  |  |
| 9. | Risk Assessment – Building/Facilities/office | Head of Finance and Resources |  |
| 10. | CSP Training: provision and evaluation report | Iain Pullar |  |
| 11. | Fire evacuation | Sean Fanning |  |
| 12. | Commercial services report   * Retail | Rob Smith |  |
| 13. | Health and Safety monthly report | Head of Finance and Resources |  |
| 14. | Event reviews   * Freshers fair | Jess Harrison and Iain Pullar |  |
| 15. | Progress update on audits | Iain Pullar |  |
| 16. | Any Other Business | Health and Safety Chair |  |
|  | Date of next meeting: **16th Jan 2018 at 3pm** |  |  |