Health & Safety Action Tracker – Action Tracker

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| Meeting(s) | Minute | Action | Responsible | Progress |
|  |  | **Matters Arising** |  |  |
| 14th November 2017 | 11.2 | **Security Representation**  MM to approach Security about their feedback model and whether they should be represented on the H&S Committee | Head of Student Experiences | Verbal update to be brought to 20th June meeting. |
| 14th February 2018 | 5.1 | **Sound In Union Spaces**   * MM to involve CSPB in discussions regarding noise management in the Union * PB will be looking at reviewing risk assessments forms for CSPs to incorporate this | Head of Finance & Resources  And Head of Student Experiences | Verbal report to the first H&S meeting of the AY 18/19 |
| 20 June 2018 | 9 | **Evacuation Procedures**  - notably evacuating the concert hall and technology safety procedures | Head of Student Experiences | Verbal report to September meeting |
| 14th February 2018 | 9.3 | **Scenario test update**  contacting emergency services due to an injury suffered as OL reported that campus security are unclear/uncertain in their response | Head of Student Experiences | Verbal report to 20th June meeting |
| 20th June 2018 | 12.3 | **Risk assessment of Canoe Club is to be revisited**  PB to provide updated risk assessment for Canoe Club which will then be used as a template for other clubs and societies | Head of Student Experiences | Verbal report to September meeting |
| 20th June 2018 | 8.4 | **SALUS Training**  Malcolm to provide an update on SALUS training for staff | Administrations Support Manager | Verbal report to September meeting |
| 20th June 2018 | 6.17 | **Forward Agenda**   * MB will speak to MM to get this added to the forward agenda * MB to get Site Inspection for Office Spaces added to the forward agenda | Head of Finance & Resources | Verbal report to September meeting |
| 20th June 2018 | 7.8 | **Interactive H&S training**  SJ to send videos to IP and further discuss how he might want to use the videos | Director of Safety – Safety Department | Verbal report to September meeting |
| 20th June 2018 | 8. 33, 8.36 | **PAT testing**   * PB to have a solution/answer to this for next H & S meeting after discussing the issue with Malcolm Martin * PBR to provide a report on DramSoc’s approach to pact testing | Head of Student Experiences | Verbal report to September meeting |
| 20th June 2018 | 12.2 | **Terms of reference**  EH to forward feedback to MB | Student Development Manager | Verbal report to September meeting |