The second ordinary meeting of the Health and Safety Committee for the 2019/20 session, to be held on Monday 17 February 2020 in Meeting Room 6, Beit Quad at 11:30am.

**Agenda**

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| **Item**  | **Subject**  | **Lead**  | **Timings**  |
| **Formal Business** |
| 1.  | Welcome and Chair’s Business  | Health and Safety Chair  | 11:30am |
| 2. | Declaration of Conflict of Interest  | Health and Safety Chair  |  |
| 3. | Apologies  | Health and Safety Chair  |  |
| 4. | Consider minutes from **6 November**  | Health and Safety Chair |  |
| 5.  | Action Tracker & Forward Agenda | Health and Safety Chair  |  |
| **Matters to discuss** |  |  |  |
| 6. | Update on Audit / Inspection Reports:I) Fire Risk AssessmentII) BCC Site SurveyIII) Julia Cotton Report IV) Maria Report – College Campus Services Kitchen Report  | I) Head of Finance and Resources (I & III) II) Operations Manager (II & IV)  |  |
| 7. | H&S monthly report | Head of Finance & Services |  |
| 8. | Health and Safety Report * Retail Operations
 | Retail Manager |  |
| 9. | H&S Approach to CSP’s  | Head of Student Experience  |  |
| 10. | H&S Approach to Summer Ball | DPFS  |  |
| 11. | Building/FacilitiesUpdate | Head of Finance & Resources |  |
| 12. | Any Other Business | Health and Safety Chair  |  |