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 Assessment  II) BCC Site Survey  III) 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/Facilities  Update | Head of Finance & Resources |  |
| 12. | Any Other Business | Health and Safety Chair |  |