AGENDA

A meeting of the Health & Safety Consultative Committee will be held on Thursday 4th February 2016 at 10.00 am in FE 139.

1. MINUTES
To confirm the Minutes of the meeting of the Health & Safety Consultative Committee held on 20th October 2015 (M 15/100 – M 15/157).

2. MATTERS ARISING FROM THE MINUTES
To consider any matters arising not elsewhere on the agenda.

2.1 Student Records store
Arising from M 15/104 to provide an update on access and egress issues present in the storage area in Founders Building.

2.2 Fire Extinguishers left off the wall in Queens Building Annexe (ground level and level 2)
Arising from M 15/106 to provide an update on fire extinguishers left off the wall in Queens Building Annexe (ground level and level 2), and whether the correct numbers of extinguishers and fire blankets had been installed.

2.3 Crosslands Food Uncovered at Front Counter (cakes, salad, soup)
Arising from M 15/107 to provide an update on Crosslands food left uncovered at the front counter (cakes, salad, soup).

2.4 Calling and ambulance (north A30)
Arising from M 15/108 to provide an update on calling and ambulance (north A30), and waiting at the entrance of campus to meet the ambulance crew, in particular during the construction of the amenity centre and residences.

2.5 Reporting od Incidents Campus Safety and Security
Arising from M 15/138 to provide an update on the categorisation of “other incident” which needs to be better understood and more accurately categorised.

2.6 Window restrictors installed on the ground floor of the Arts Building
Arising from M 15/154 to provide an update on the issue regarding window restrictors installed on the ground floor of the Arts Building.

2.7 Egress arrangements for large numbers of students from the Boiler House and for the Windsor buildings during construction works
Arising from M 15/155 to provide an update on the issue regarding egress arrangements for large numbers of students egressing from the Boiler House and from the Windsor buildings during construction works.
2.8 Safeguarding arrangements for young people volunteering to do outreach work

Arising from M 15/156 to provide an update on the question regarding the safeguarding arrangements for young people volunteering to do outreach work.

3. FIRE SAFETY
To receive a report on fire safety from the College Fire Safety Officer. HSC/16/1

4. ENVIRONMENTAL HEALTH
To receive a report from the Environmental Health Supervisor (Campus Services) HSC/16/3

5. AUDIT PROGRAMME
To receive and update on health and safety auditing from the Health & Safety Officer (Auditor). HSC/16/4
To receive an Executive Summary for the health and safety audit conducted in Computer Science. HSC/16/5
To receive an Executive Summary for the specialist audit on Permit to Work conducted in Maintenance Services (Estates). HSC/16/6

6. COMPLIANCE TEAM REPORT
To receive a report on compliance-related issues from the College Compliance Manager. HSC/16/7

7 ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS
To receive a report on Accidents/Incidents for the current academic year. HSC/16/8
To receive an analysis of accidents (year on year). HSC/16/9
To receive an Occupational Health Activity Report for 2015. HSC/16/10

8 CAMPUS SAFETY AND SECURITY
To receive a report from the Head of Premises (Campus Services). HSC/16/11

9 HEALTH AND WELL-BEING
To receive an oral report from the Human Resources representative.

10 UPDATE ON HEALTH AND SAFETY RELATED MATTERS IN ESTATES
To receive a written report from the Estates representative. HSC/16/12

11 HEALTH AND SAFETY TRAINING
To receive a written update from the Director of Health and Safety, including the H & S training programme for 2016. HSC/16/13

12 RADIATION SAFETY
To receive an oral update from the Director of Health and Safety.

13 BIOLOGICAL SAFETY
To receive an oral report from the Director of Health and Safety.

14 NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES
To receive a legal/regulatory update from the Director of Health and Safety.  

15  DATE OF NEXT MEETING  
Tuesday 7th June 2016 at 10.00am in FE139.

16  ANY OTHER BUSINESS  
To discuss any other business not covered elsewhere on the agenda.

Elaine Cassidy  
Health and Safety Officer (Auditor)  
20th February 2016