AGENDA

A meeting of the Health & Safety Consultative Group will be held on Tuesday 20th March 2018 at 2.00 pm in FE 139.

1. **MINUTES**
   To confirm the Minutes of the meeting of the Health & Safety Consultative Committee held on 31st October 2017 (17/135 – 17/194). Attached

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

   2.1 **Review of Terms of Reference and Membership of the Committee**
   Arising from M 17/138 the Director of Health and Safety to provide an update on the terms of reference and membership of the Committee.

   2.2 **COSHH Assessment Training**
   Arising from M 17/192 and M 17/193 the Health and Safety Officer (Estates) to provide an update on the dates for COSHH Assessment training and on whether COSHH Assessment training could be shortened, particularly for catering staff.

3. **FIRE SAFETY**
   To receive a report on fire safety from the College Fire Safety Officer. HSC/18/1

   Arising from M17/146 to provide an update on the display of information on the fire plan for the Queens Building.

4. **ENVIRONMENTAL HEALTH**
   To receive a report from the Environmental Health Supervisor (Commercial Services). HSC/18/2

5. **AUDIT PROGRAMME**
   To receive and update on health and safety auditing from the Health & Safety Officer (Auditor). HSC/18/3

   To receive an Executive Summary for the health and safety audit conducted in the Department of Economics. HSC/18/4

6. **COMPLIANCE TEAM REPORT**
   To receive a report on compliance-related issues from the Health and Safety Officer (Estates). HSC/18/5

7. **ACCIDENT / INCIDENT AND OCCUPATIONAL HEALTH STATISTICS**
   To receive a report on Accidents/Incidents for the current academic year from the Health and Safety Officer (Estates). HSC/18/6

   To receive an analysis of accidents year on year. HSC/18/7

   To receive an oral report on Occupational Health activity.

8. **CAMPUS SAFETY AND SECURITY**
To receive a report from the Security Manager (Estates).

9 HEALTH AND WELL-BEING
To receive an oral report on Health and Well-being from the HR representative.

Arising from M17/173 to provide an update on Mental Health First Aid training for staff.

Arising from M17/180 to provide an update on the arrangements for booking an occupational health appointment and the module for the referral system.

10 UPDATE ON HEALTH AND SAFETY RELATED MATTERS IN ESTATES
To receive a report from the Estates representative.

Arising from M17/182 to provide an update on the progress of the Estates Health and Safety Audit Action Plan.

11 HEALTH AND SAFETY TRAINING
To receive an oral update from the Health and Safety Officer (Estates).

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

13 BIOLOGICAL SAFETY
To receive an information paper on Biological Safety from the Biological Safety Officer in the School of Biological Sciences.

14 NEW AND EXISTING HEALTH AND SAFETY POLICIES AND PROCEDURES
To receive an oral update from the Director of Health and Safety.

15 DATE OF NEXT MEETING
7th June 10.00 – 12.00 Founders Large Boardroom.

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

Miss Elaine Cassidy
Health and Safety Officer (Auditor)

8th March 2018