

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES
HEALTH AND SAFETY COMMITTEE**

Wednesday, 28 November 2007 at 9.00am in room 116

AGENDA

I. APOLOGIES

II. MINUTES

To approve the minutes of the meeting held on 9 May 2007.

III. MEMBERSHIP AND TERMS OF REFERENCE [Appendix A]

IV. MATTERS ARISING

V. REPORT FROM THE SAFETY OFFICER

- (i) To receive written/oral report from the Safety Officer
- (ii) Summary of fire alarms/drills
- (iii) Summary of incidents
- (iv) Summary of formal inspections

VI. REPORT FROM THE HEAD OF ESTATES

VII. REPORTS FROM THE STAFF/STUDENT REPRESENTATIVES

- (i) To receive oral or written reports from the staff representatives

The Library
Vernon Square
Main College Buildings
Faber Building
Brunei Gallery

- (ii) To receive an oral or written report from the Student Representative

- (iii) To receive oral or written reports from Union Safety Representatives:

UCU
UNISON

- (iv) To discuss matters raised by Union Safety Representatives

VIII. ASBESTOS MANAGEMENT PLAN

To receive the draft of the asbestos management plan [Appendix B]

IX. ANY OTHER BUSINESS

X. DATE OF NEXT MEETING