

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

Wednesday, 26 November 2008 at 9.00am in room 116

I. Membership, terms of reference and conduct of meetings [Attached]

II. APOLOGIES

III. MINUTES

To approve the minutes of the meeting held on 27 February 2008.

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

VII. ASBESTOS MANAGEMENT PLAN

VIII. ANY OTHER BUSINESS

IX. DATE OF NEXT MEETING