

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

Wednesday, 4 March 2009 at 9.00am in room 116

AGENDA

I. APOLOGIES

II. MINUTES

To approve the minutes of the meeting held on 26 November 2008.

III. MATTERS ARISING

IV. REPORT FROM THE SAFETY OFFICER

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

V. REPORT FROM THE HEAD OF ESTATES

VI. 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 (Attached)
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 (Attached)
UNISON

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

VII. ANY OTHER BUSINESS

VIII. DATE OF NEXT MEETING