

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

Wednesday, 27 May 2009 at 9.00am in room 116

AGENDA

I. APOLOGIES

II. MINUTES

To approve the minutes of the meeting held on 4 March 2009.

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
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:

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

VII. ANY OTHER BUSINESS

VIII. DATE OF NEXT MEETING