Health & Safety Action Tracker – Action Tracker

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| Meeting(s) | Minute | Action  | Responsible | Progress |
|  |  | **Matters Arising**  |  |  |
| 14th November 2018 | 5.2 | **Security Representation**MM to approach Security about their feedback model and whether they should be represented on the H&S Committee | Head and Finance and Resources | 16th Jan meeting  |
| 14th November 2018 | 5.3 | **Evacuation Procedures**  - EH, IP and JH will liaise together to ensure that a process is outlined | Head of Student Experiences | 16th Jan meeting  |
| 14th November 2018 | 5.4 | **Scenario test update**contacting emergency services due to an injury suffered as OL reported that campus security are unclear/uncertain in their response | Head and Finance and Resources | 16th Jan meeting  |
| 14th November 2018 | 5.6 | **SALUS Training**EH to circulate a reminder for staff to undergo SALUS training  | Student Activities Manager | 16th Jan meeting  |
| 14th November 2018 | 5.812.2 | **PAT testing**Work on centralising PAT testing within the Union RS to share the names of companies used for PAT testing | Head of Student Experiences and Head and Finance and ResourcesRetail manager | 16th Jan meeting  |
| 14th November 2018 | 6.1 | **Terms of reference** * remove the License trade and Venues manager and add Operations manager
 | Admin support officer | 16th Jan meeting  |
| 14th November 2018 | 8.1 | **CSP audit samples**DPCS/ DPFS to present CSP audit samples next meeting | DPCS/ DPFS | 16th Jan meeting  |
| 14th November 2018 | 9.49.6 | **Office inspections report** ZC to send an all staff reminder on how to log PlanOn issuesZC, ADS and TF to arrange PlanOn training for the Admin department | Admin Support Coordinator | 16th Jan meeting  |
| 14th November 2018 | 11.411.711.911.12 | **Fire evacuation**SF to share the action plan with MM and CCIP and SF to organise training for minibus drivers and motor clubSF to arrange a second fire alarm in the Union building during busy periodsMM to outline role the description of the following roles and circulate a volunteer call to all staff * A Manual Handling Coordinator,
* First Aid coordinators
* Fire Wardens
 | Head of fire departmentStudent activities managerHead and Finance and Resources | 16th Jan meeting  |
| 14th November 2018 | 13.1 | **H&S report**MM to present a comparison of last years SLAUS reporting data next meeting | Head and Finance and Resources | 16th Jan meeting  |
| 14th November 2018 | 14.13 | **Events**JH to circulate a detailed H&S debrief of Freshers events | Events and Conferences Manager | 16th Jan meeting  |