The first ordinary meeting of the Health and Safety Committee for the 2019/20 session, to be held on Wednesday 6th November in Meeting Room 3, Beit Quad at 4pm.

**Agenda**

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| **Item** | **Subject** | **Lead** | **Timings** |
| **Formal Business** | | | |
| 1. | Welcome and Chair’s Business | Health and Safety Chair | 2pm |
| 2. | Declaration of Conflict of Interest | Health and Safety Chair |  |
| 3. | Apologies | Health and Safety Chair |  |
| 4. | Consider minutes from **5th June** | Health and Safety Chair |  |
| 5. | Action Tracker | Health and Safety Chair |  |
| **Matters to discuss** |  |  |  |
| 6. | Committee Terms of Reference | Head of Finance and Resources | 2:20pm |
| 7. | Health and Safety Policy | Head of Finance and Resources | 2:35pm |
| 8. | Next Steps in the Management of Health and Safety | Head of Finance and Resources | 3:00pm |
| 9. | H&S monthly report | Head of Finance & Services | 3:30pm |
| 10. | Regulatory Updates | H&S Committee members | 3:40pm |
| 11. | Building/Facilities  Update | Head of Finance and Resources and Admin Support Coordinator | 3:45pm |
| 12. | Forward Agenda | Health and Safety Chair | 3:50pm |
| 13. | Any Other Business | Health and Safety Chair | 16:00pm |