

Agenda for School Safety Committee meeting
19/June/2012, Rm 223, 10 am

- 1) Minutes of previous meeting
- 2) Matters arising from Marsh Consulting report
- 3) Main areas of concern in Marsh Consulting report (attached):
 - Establishing the availability of competent safety advice
 - Set-up formal checklists/inspections of workshops and laboratories
 - Update process for recording, reporting and investigating accidents
 - More clearly define roles of people in the safety organogram
 - Record who has read safety documentation
 - Establish dates for reviewing Risk Assessments/CoP's/Safety Manuals
 - Safety induction for new staff/PhD students/undergraduate students/visitors
 - Regular inspection of workshops
 - Portable appliance testing
- 4) Laboratory and room safety inspections/Audit (Who should do this, what's involved and when)
- 5) Safety talks (Who and When)
- 6) AOB