

FITZWILLIAM HEALTH & SAFETY COMMITTEE

**Meeting to be held on Wednesday 11th February 2015
at 1.30 pm in the William Thatcher Room**

AGENDA

1. Apologies
2. Minutes of meeting held on 29th October
3. Matters arising
4. Cycle Safety (Storeys Way, Huntingdon Road and College site)
5. Health and Safety Risk template 3 update – DB/RAP
6. Fitzwilliam College Risk register:- Bursar to lead
7. Departmental Risk Assessments going digital including Fellows, Grounds, Library, IT, Administration/offices VDU RA's: - HP/DB to report (process, flow charts have been circulated)
8. JMA Report: - JMA President to report
9. Feedback from Domestic Bursar from Winter Ball 2014
10. Sports Ground – (Oxford Road), sports person to report
11. Paving slabs at the front of the college DB/Bursar
12. Fire Safety Log: - HP to report
13. Ecclesiastical Survey update
14. Accident Reports: - DB to report
15. A.O.B.
16. Dates and Time for next meetings (Venue TBC)

13th May 2015 @ 13.30
28th October 2015 @ 13.30

Papers

- Minutes
- Flow chart
- Index of Risks
- Risk Assessment template
- Safe Working Practice
- Training records
- Risk template
- Accident report