Health & Safety Action Tracker – Action Tracker

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting(s) | Minute | Action  | Responsible | Progress |
|  |  | **Matters Arising**  |  |  |
| 14th November 2017 | 11.2 | **Security Representation**MM to approach Security about their feedback model and whether they should be represented on the H&S Committee | Head of Student Experiences | Verbal update to be brought to 20th June meeting.  |
| 14th February 2018 | 5.1 | **Sound In Union Spaces*** MM to involve CSPB in discussions regarding noise management in the Union
* PB will be looking at reviewing risk assessments forms for CSPs to incorporate this
 | Head of Finance & ResourcesAnd Head of Student Experiences | Verbal report to the first H&S meeting of the AY 18/19  |
| 14th February 2018 | 6.6 | **Health & Safety webpage on the Union website** | Matt Blackett  | Verbal report to 20th June meeting |
| 14th February 2018 | 9 | **Evacuation Procedures**  - notably evacuating the concert hall and technology safety procedures | Head of Student Experiences | Verbal report to 20th June meeting |
| 14th February 2018 | 13 | **AED Location & Training** – to ask ADS for more information on obtained an AED for the Union | Matt Blackett | Verbal report to 20th June meeting |
| 14th February 2018 | 7.8 | **Update on the usability of risk assessments on eActivities** Reported to be a laborious process by OL | Iain Pullar | Verbal report to 20th June meeting |
| 14th February 2018 | 9.3 | **Scenario test update**contacting emergency services due to an injury suffered as OL reported that campus security are unclear/uncertain in their response | Head of Student Experiences | Verbal report to 20th June meeting |
| 14th February 2018 | 12.3 | **Risk assessment of Canoe Club is to be revisited** This includes:* Generic risk assessment
* Minibus loading
* Adapt training
 | Head of Student Experiences | Verbal report to 20th June meeting |
| 10th April 2018 | 7.1 | **Terms of Reference** * All to provide feedback on Terms of Reference
* MM to update point 4.8 on the membership list of H&S committee
 | All Committee Members | Send feedback by 20th June 2018. |
| 10th April 2018 | 8.4 | **SALUS Training*** ADS to add to induction pack
 | Administrations Support Manager | Verbal report to 20th June meeting |
| 10th April 2018 | 15.2 | **Committee Evaluation** JA to send out electronic evaluation forms, All to complete them within one week and return to JA via email | All Committee Members |  |