

John Wheatley College
Risk Management Group

AGENDA

Agenda of the meeting of the Risk Management Group scheduled to be held on Wednesday 5 September, 2007 at 3.30pm in Room MF/15, East End Campus.

- 1. Sederunt**
- 2. Apologies**
- 3. Terms of Reference**
(copy attached)
- 4. Minutes of the previous meeting held on 17 April, 2007**
(copy attached)
- 5. Matters arising from the minutes of the previous meeting**
- 6. Insurance Cover 2007/08**
Report by Depute Principal
(copy attached)
- 7. East End Campus Risk Assessment**
 - a) Risk Assessment Form**
 - b) Fire Precautions in the Workplace – Risk Assessment Reports by Health and Safety Officer**
(copies attached)
 - c) Fire Plan**
Report by Estates Team Leader
(copy attached)
- 8. College Risk Register**
(copy attached)
- 9. Levy and McRae Bulletins**
 - a) July 2007**
 - b) August 2007**(copies attached)
- 10. Risk Issues to be considered as a consequence of the consideration of the above agenda**
(discussion)
- 11. Closure**
- 12. Date of Next Meeting**
11 December 2007.

Freedom of Information

Members will recall that the College will be making publicly available the agendas, papers and minutes of this meeting. Should members wish to retain their papers they are free to do so otherwise the College will collect the papers for destruction.

Members who have made manuscript annotations to their agenda, minutes or papers and intend to keep them must register the annotations with the individual minuting the meeting using the pro forma issued with the papers.

AK/SV
John Wheatley College
30 August, 2007