

JOHN WHEATLEY COLLEGE
HEALTH AND SAFETY COMMITTEE

AGENDA

Agenda of the meeting to be held on Thursday, 28 October 2004 at 10 am in Room T/26, Easterhouse campus

- 1 Sederunt**
- 2 Apologies**
- 3 a) Minutes of meeting held on 26 August 2004**
(copy attached)
- b) Minutes of meeting held on 12 February 2004**
(copy attached for information)
- 4 Matters arising from the minutes**
- 5 Health & Safety Update – October 2004**
(copy attached)
Bill Smith
- 6 Fire Precautions**
(copy attached)
Bill Smith
- 7 First Aiders**
(copy attached)
Bill Smith
- 8 Room key availability**
Margaret McGrath
- 9 HSE: Five steps to risk assessment**
(copy attached)
- 10 ASC: Health and Safety Executive: awareness days**
(copy attached)

11 Date of Next Meeting
Thursday, 9 December 2004

AK/JW
John Wheatley College
22 October 2004

Freedom of Information

Members will recall that the College will be making publicly available the agenda, 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 proforma issued with the papers.