1. **Welcome and Apologies**
   Noted as above

2. **Annual Audit**
   It was reported that the University’s annual inspection would be taking place sometime in Spring 2014, therefore the ScHARR inspections would be taking place in January/early February in preparation for it. CO informed the group that MT as DSE assessor would be joining the inspections alongside her and the relevant section safety officer.

   An audit document was circulated prior to the meeting which the University would be using as part of the audit, which would help ScHARR to prepare for it. MT informed the group that ScHARR IT have some cable curb available at the moment should anyone require it.

   In addition the ScHARR health & Safety checklist was circulated which had been used in past internal inspections. The group was asked to make any suggestions as to any additions or deletions they thought would be beneficial to the list. It was suggested to add in any equipment that required Visual Inspections.

   MT suggested that on the DSE section that it would be useful to add a note in regarding papers being stacked up blocking air vents to the computers. **CAO to make these changes to the checklist.**
JT asked if we could avoid these inspections to take place during writing week and AS asked to avoid Staff Training and Development week.

3. **Visual Inspection**
   CO stated that she is trained Visual Inspector and therefore would take note of any items that required an inspection that had not been PAT tested. MT confirmed that the SchARR IT were now also trained as Visual Inspectors and they would be happy to conduct these for any IT equipment.
   KB and CG reported that there were a number of items that had not been PAT tested, including a fridge, kettle and lamp.
   **CO to arrange an inspection**

4. **First Aid**
   It had been noted that a number of people were still awaiting first aid training. CO reported that H&S were aware of their position of there being only one official first aider for the School and two people had been given places to attend the course in April, these being Claire Bentley (Innovation centre) and Paul Richards (Regent Court). CO had sent a list to H&S giving the names of the interested people and had been told they would be added onto a waiting list in the event of someone cancelling or their being any additional courses.
   CO was asked to find out the other First Aiders which would be on hand to help in an emergency should the SchARR first aider be away from the office.

5. **Fire Marshalls**
   It was reported that all staff that had successfully completed their Fire Marshall and Door Guard training had now received their high vis jackets.