Welcome and Apologies
Apologies were noted as above. Welcome to Hannah Pinnock, who has taken over the role from Richard Simmons as HSR Section Safety Officer, and Lindsay Gilroy who has joined ScHARR as School Operations Manager.

Notes of Previous Meeting/Matters Arising
The notes of the previous meeting on the 5th December 2018 were confirmed as a correct record.

Matters Arising

5.1 ScHARR H&S Policy
JEB advised that this has been approved.

Crockery in the corridors
CG advised that this crockery was still being left in the corridor.
ACTION: Signs to be placed outside affected rooms
6. Out of hours for PGRs
   This has now been approved.

3.2 Portable Heaters
   A review of the oil-filled radiators has been carried out.

3. Fire Evacuation Drill

   JEB discussed the recent letter received regarding the fire evacuation drill carried out on 2nd October 2018. The drill has been classed as satisfactory mainly due to people not getting to the assembly point. Other issues were that people were carrying open topped mugs and using phones whilst using stairs.

   A discussion over the role of fire marshalls and how to communicate what is required of people, especially students who are not familiar with Regent Court, within Regent Court in the event of a fire evacuation. It was highlighted that the gate in the archway to be fully opened in the event of a fire evacuation to ease the flow of people.

   **ACTION:** Send out communication to all staff highlighting the key points. The letter from Health & Safety to be included. Information sheets to be provided in all meeting rooms so that lecturers and/or students can be made aware of procedures. CO to put together guidance and advise Fire Marshalls accordingly.

4. Defibrillator in ScHARR

   Steven Julious, who queried if a defibrillator would be located in Regent Court, raised this issue. GR advised that the Restart a Heart day is a good day to learn CPR and how to use a defibrillator. CO advised that Health & Safety might consider Regent Court a good location if we had a good case. It was also decided to look into the cost of providing our own defibrillator.

   **ACTION:** CO to talk to Jeanette/Steve about the cost of purchasing a defibrillator.

5. Faculty Forum

   CO advised that she is now part of the DSO group at Faculty level and the next meeting will be held on 3 April 2019. CO asked the committee if there was anything that they thought should be brought to the meeting.

6. Compliance Training Reports

   CO advised that following the email there had been a better response in completing the fire training. JEB to email the remaining people individually.

7 AOB

   None

8. Date of the next meeting
   11th June at 11.30