

Schedule of Business 2025/26

7 th OCTOBER 2025 at 13:30-15:30 Via Teams (Chair: Andy Allison)		5 th FEBRUARY 2026 at 13:30-15:30 Via Teams (Chair: Sareen Galbraith)	2 nd JUNE 2026 at 13:30-15:30 Via Teams (Chair: Andy Allison)
<i>Report deadline: 22nd SEPTEMBER 2025</i>		<i>Report deadline: 21st JANUARY 2026</i>	
<ol style="list-style-type: none"> 1. Safety, Health, and Wellbeing Policy Update – H&S team 2. Health & Safety Risk Assessment Update – H&S team 3. Schedule of Trade Union Inspections – H&S team 4. +/- Thematic Topic: TBC 		<ol style="list-style-type: none"> 1. Autumn Fire Drills Report – H&S team 2. Sickness Absence Report (Bi-annual) – HR team /Sarah Swales 3. Annual Accident & Incident Report 2024 – H&S team 4. PAT Testing Process Report 5. +/- Thematic Topic: TBC 	
		<ol style="list-style-type: none"> 1. Fire Safety Policy and Procedures Annual Review – H&S team 2. Spring Fire Drills Report – H&S team 3. Sickness Absence Report (Bi-annual) – HR Team/Sarah Swales (shorter absence report) 4. Annual Wellbeing Assessment Report – HR Team 5. Draft Schedule of Business 2025/26 – Chair 6. Items for the Annual Health & Safety meeting 7. +/- Thematic Topic: Good Practice 	
Standing items	Part A: Preliminary Items	Terms of Reference and Membership Updates- Chair	
		Minutes of the Last Meeting – Chair	
		Matters Arising – Chair/Secretary	
	Part B: Major Topics	Listed above +/- 30minute thematic topic	
	Part C: Local Reports	*Collated Reports from School & Services and Common Themes (collated reports of low, medium, high impact areas – H&S team	
	Part D: Safety	<u>Consolidated 'Central Health & Safety Report' includes:</u> (Head of H&S) -Accident and Incident Reports -Fire Safety Management Update Report -New Legislation -Health & Safety Training Compliance	
	Part E: Report from other Committees	Report from Wellbeing Sub-Committee –S Swales (Joint Chair of Wellbeing sub-committee) *Report from Biological Safety Committee – Prof Gary Jones (Chair of Biosafety Committee)	
Part F: Other Matters	Good Practice – H&S team (Ad hoc)		
Part G: Other Business	Schedule of Business – Chair		

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary that they wish the item to be open for debate.*