Minutes of the meeting held on the 18th February were approved and signed.

None.

The Chairman reported on an email received from concerning Scandinova Fridges. It was noted that we do not have any of these fridges here so there was no further action needed.

Two new accident forms had been received. NR038 and NR039. Both were for minor cuts.

Two RA’s have been referred to Occupational Health. It is up to them to contact them themselves to arrange an appointment and then inform us of the outcome.

Archie Brown reported that the building now has a fire certificate. However the drawings on it were found to be incorrect and the certificate cannot be accepted until these are corrected. Archie is trying to contact the relevant people but due to shift patterns this is proving difficult.

Martin McDonnell is to be trained as the new fire safety manager.

As of April 2004, each department has to do its own Stage 1 Fire Risk Assessments of all areas it uses. A Wonfor is to contact the Engineering Safety Officer to check on the correct procedure.

ACTION: A WONFOR
7. **Building Matters**
   None

8. **West Cambridge Site**
   None.

9. **Any Other Business**
   None.

10. **Date of the next meeting**
    21 April, 19 May, 16 June, 21 July, 18 August, 15 September, 20 October, 17 November, 15 December