

Chief Executive
Howard Miller

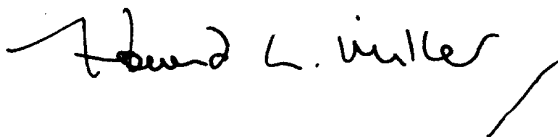
To: The Members of the
Health and Safety Forum

1 February 2000

Dear Colleague

Your attendance is requested at a meeting of the **HEALTH AND SAFETY FORUM** to be held in Room 2 at the Civic Offices, 1 Saxon Gate East, Milton Keynes, on **FRIDAY 11 FEBRUARY 2000 at 10.00 am** when the business set out overleaf will be transacted.

Yours faithfully

A handwritten signature in black ink that reads "Howard L. Miller". The signature is written in a cursive style and is followed by a diagonal slash mark.

Chief Executive

Milton Keynes Council
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AGENDA

Item No:

1. Apologies

2. Minutes

To receive the Minutes of the meeting of the Health and Safety Forum held on 8 October 1999 (Item 2) (**Page 4**).

3. Matters Arising

To consider any matters arising from the Minutes of the previous meeting.

4. Items from Trades Unions

No items have been submitted for consideration at this meeting.

5. Items from Management

(a) Accident Statistics

To consider the attached papers:

(i) Annual Incident Statistics 1 January 1999 – 31 December 1999 (Item 5a(i)) (**Page 8**).

(ii) Quarterly Incident Statistics 1 October 1999 – 31 December 1999 (Item 5a(ii)) (**Page 12**)

(b) Use of Mobile Telephones

To receive an oral report from the Senior Health and Safety Officer

(c) Vending Trolleys

To consider the attached papers:

(i) Risk Assessments (April 1998 and April 1999) of Work Activities of Catering Assistants (Item 5c(i)) (**Page 15**)

(ii) Occupational Health Assessment of Drinks Trolleys (Item 5c(ii)) (**Page 21**)

(d) Fire Doors at Saxon Court

To receive an oral report

(e) Health and Safety Manual

To receive an oral update from the Senior Health and Safety Officer.

(f) Health and Safety Newsletter

To receive an oral update from the Senior Health and Safety Officer.

6. Date of Next Meeting

To consider a date for the next meeting.