

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES  
HEALTH AND SAFETY COMMITTEE**

Wednesday, 16 November 2011  
at 10.00am in room 116

**I. Minutes**

To approve the minutes of the meeting held on 6 June 2011

**II. Matters Arising**

**III. Occupational Health Services**

To receive: An update from the HR Manager

**IV. Fire Evacuation Procedures**

To receive: A report from the Director of Estates and Facilities [Appendix A]

**V. Report from The Safety Officer**

To receive: A written report from the Safety Officer [Appendix B]  
Summary of fire alarms/drills [Appendix C]  
Summary of Incidents [Appendix D]  
Safety Policy and Manual [Appendix E]

**VI. Report from The Director of Estates and Facilities**

To receive: A report from the Director of Estates and Facilities [Appendix F]  
Security report – summary of incidents [Appendix G]

**VII. Reports from Staff and Student Representatives**

To receive: Oral reports from the staff representatives

The Library  
Vernon Square  
College Buildings  
Faber Building [Appendix H]  
Brunei Gallery

To receive: An oral report from the Student Representative

To receive: Oral reports from Union Safety Representatives

UCU  
UNISON

These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.

## **SCHOOL OF ORIENTAL AND AFRICAN STUDIES HEALTH AND SAFETY COMMITTEE**

### **MINUTES**

16 November 2011 at 10.00am

Room 116

Members	Donald Beaton (Chair)* Richard Poulson (Director of Estates and Facilities)* John Hollingworth (Brunei Gallery representative)* Seema Sanyal (HR representative)* Dzidra Stipniecks (UCU representative)* Gloria Hinds (Library representative)* Michael Smith (Safety Officer)* Richard Lucas (Vernon Square representative)* Tony Malone (Faber representative)* Jahan Latiff (Unison representative)* Heidi Alderton (Safety Officer) Jocelyn Ames (Student representative) Shefa Jahan (Main Building representative)
In attendance	Mike Haddon (Minutes Secretary)* Ms J Barnes (Barts & London NHS Trust)*

An asterisk\* denotes attendance.

### **1. MINUTES**

The minutes of the meeting held on the 1<sup>st</sup> of June 2011 were approved.

### **2. MATTERS ARISING**

It was confirmed that additional manifestations had been provided to the glazed areas on E Floor of the Library.

It was noted that there were still concerns about draughts in the New entrance area. This remained an issue after the introduction of the temporary doors and screen. It subsequently emerged that this was in fact a comment on the ventilation in the area and not draughts from the entrance area which had previously been a problem.

The Director of Estates and Facilities was asked to investigate these matters and report back to the next meeting of the Committee.

### **3. OCCUPATIONAL HEALTH SERVICE**

IT was confirmed that SOAS had entered a new contract with Barts and London NHS Trust for the provision of occupational health services. It was noted that there had been eleven referrals with five reports received and the others outstanding or being processed. It was noted that this service would be an improvement for staff and allow the School to better manage work related ill health within a sympathetic environment.

It was confirmed that the service was a supportive measure and an improvement on previous services which met with general agreement. It was noted that wider views about the role of Occupational Health and it's deployment within an organisation fell beyond the remit of the Committee.

The Committee welcomed and endorsed the Occupational Health Services now in place.

#### **4. FIRE EVACUATION PROCEDURES**

A Fire Strategy Review had been commissioned and received. It confirmed that SOAS met its' statutory obligations and many points have been raised for clarification. The concept of phased evacuation was raised and it was noted that substantial expenditure may be required to move and modify fire shutters to enable this and wheelchair evacuation would need to be addressed. It was noted that Students' Union General Manager should be asked to ensure that adequate student induction be undertaken at the start of the academic session. It was reported that people had been using the back entrance to entering the building following false fire alarms, possibly due to the frequency of them at that time. It was agreed that meetings with the consultants would continue to agree achievable procedures and costings for works would be brought to the next meeting.

#### **5. REPORT FROM SAFETY OFFICER**

The amended Safety Policy & Manual was circulated. The issues raised were:

1. Children being brought onto the site. This would be redrafted, subject to discussion and insurance checks.
2. Smoking areas would be clarified.
3. Phone number for emergency security would be standardised as 555.
4. The bicycle ban within the buildings to be enforced or deleted, depending on the situation regarding suitable bicycle racks, locally.

It was agreed that these issues would be addressed and brought to the Planning Meeting at the end of April 2012.

No fire evacuations had taken place.

Five minor incidents had occurred.

#### **6. REPORT FROM THE DIRECTOR OF ESTATES & FACILITIES**

It was noted that following a report on the lifts it is not considered practical to convert them to full fire fighting lifts, however, restricted use in the event of a fire, will be acceptable. The electrical infrastructure project, the fixed electrical testing and external decoration to Vernon Square have all been completed successfully. Forthcoming projects include replacement of the Crittall windows in the College Building and the refurbishment of Gordon Square.

The security report was circulated and the committee noted that a simpler version detailing only SOAS incidents rather than the Bloomsbury group would be more useful.

The Director of Estates and facilities was asked to revise the report for future meetings.

## **REPORTS FROM STAFF AND STUDENT REPRESENTATIVES**

Library: Nothing to report

Vernon Square: Incident reports are not being used for reporting hazards , they are being telephoned to Estates. Information on how people are trained to report to be provided at the next meeting.

Main College Building: People are being allowed in to the building via the contractors compound. Students have been advised and asked to improve their security at evening events.

Faber Building: Blocked drain caused by hand towels and wet wipes has stained carpet tiles. Cleaning and sanitising being carried out. Concerns were raised regarding building security and members were informed that a card access system had been costed.

Brunei Gallery: Nothing to report

Student Representative: No representative present

UCU Representative: Nothing to report

UNISON Representative: Room RB 01 being left in a bad condition due to food and drink being brought in regularly. Some IT equipment damaged. John Robinson to be notified and asked to reinforce the current policy.

