

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

Wednesday, 14 March 2012  
at 10.00am in room 116

**I. Minutes**

To approve the minutes of the meeting held on 16 November 2011

**II. Matters Arising**

**III. Occupational Health Services**

To receive: An update from the HR Manager

**IV. Report from The Head of Facilities Management**

To receive: Costs for fire shutters in the Philips Building  
required for phased evacuation [Appendix A]  
A report on smoke ingress in the Research Block [Appendix B]

**V. Report from The Safety Officer**

To receive: A written report from the Safety Officer [Appendix C]  
Summary of fire alarms/drills [Appendix D]  
Summary of Incidents [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. Report from The HR Manager**

To receive: A report on the Overseas Travel Policy. [Appendix H]

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

To receive: Oral reports from the staff representatives

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

To receive: An oral report from the Student Representative

To receive: Oral reports from Union Safety Representatives

UCU  
UNISON

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

**MINUTES**

14 March 2012 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 Stipnieks (UCU representative) Gloria Hinds (Library representative)* Michael Smith (Safety Officer) Richard Lucus (Vernon Square representative) Tony Malone (Faber representative) Jahan Latif (Unison representative) Heidi Alderton (Safety Officer)* Jocelyn Ames (Student representative)* Vacant (Main Building representative)*
In attendance	Mike Haddon (Minutes Secretary)

\* Member unable to attend.

**1. MINUTES**

The minutes of the meeting held on the 16th of November 2011 were read and approved subject to the following changes:

- (i) Minute 3. Para 2. Line 2. "Including issues raised by UCU" inserted.
- (ii) Minute 4. Line 5. Term "Wheelchair evacuation" substituted by "Mobility impaired evacuation"
- (iii) Minute 5. Line 8. Full title inserted "Resources & Planning Committee Meeting"

**2. MATTERS ARISING**

It was agreed that Mike Haddon would liaise with Peter Baran to ensure that he is working on improved guidance and instructions for the evacuation of students for use at the induction in the forthcoming academic year.

Bicycle racks were to be relocated and some additions made by University of London. News of this will be reported at the June meeting.

An action grid with dates will be incorporated into the minutes in future.

### **3. OCCUPATIONAL HEALTH SERVICES**

This item was deferred to the next meeting.

### **4. REPORT FROM THE HEAD OF FACILITIES MANAGEMENT**

A report was received presenting the costs for fire shutters in the Philips Building. Further discussions are to take place regarding needs.

A report was received presenting findings on the ingress of smoke into the Research Block. This was discussed. We are obliged to take action to improve the situation. The longer term solution may be to create a better space layout to ensure the smoke is directed away from the building. The short term solution may be to ban smoking during working hours. Discussions to be held between Mike Haddon and Peter Baran. The three sided gazebo suggested, may be considered a workplace therefore may not be used to shield the smoke from drifting towards the building. It was noted that the complainant should be informed of progress.

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

As a result of comments made at the last meeting, the Health and Safety Policy has been revised:

- (i) Children in the Building policy – a sentence which excludes coverage of external bookings in the Brunei Gallery and other facilities and public access to the Brunei Gallery exhibition area, has been inserted.
- (ii) The emergency number is now consistent throughout the policy.
- (iii) Bicycle section has been removed.

Clarification awaited from SOAS on smoking areas.

RIDDOR reporting requirements are changing to 7 consecutive days of incapacitation and must be reported within 15 days of the incident.

3 planned fire evacuations had taken place and 1 as a result of an incident.

9 incidents had been reported.

It was noted that Incident 2 was reportable under RIDDOR but despite this being attempted, the RIDDOR computer system disallowed the attempt.

Donald Beaton noted the dangers of Incident 13 and asked if we take action on such matters. The answer was yes, where it is possible and there is clear evidence to enable us to do so. Richard Lucas suggested that security guards might film or photograph incidents for proof to enable action later, however it was suggested that this might be a form of intimidation. We have a duty to protect everyone and it may be that some people are being intimidated already by the foolish actions of others. It was noted that there should be mechanisms in place to call people to account without intimidation. A guide should be produced by Peter Baran so that students understand the rules of the Institution. Student Union ambassadors are given clear instructions on behaviour at events. The question of how to report incidents was raised and whether people are trained to do that. Dzidra Stipnieks was unhappy about the possibility of guards taking photos. It was noted that this issue did not fall within the remit of the Committee and that we have an obligation to have reasonable precautions in place.

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

### **Lifts**

We are not in a position to upgrade the lifts to full evacuation status but a project is in place to take improvement steps

### **Asbestos Registers**

The asbestos registers are being updated.

### **Crittall Windows**

The window programme is on target

### **53 Gordon Square**

The refurbishment programme for Gordon Square is on target.

JL enquired whether one lift could become a dedicated utilities lift. This was not considered practical. Richard Poulson explained that the project work will improve the performance of the lifts but clearly not increase the capacities.

A number of concerns were raised by the Committee about the Health & Safety issues surrounding occupations.

### **Security Report**

A summary of incidents was presented in a new, revised form, showing only those incidents relating to SOAS.

## **7. REPORT FROM THE HR MANAGER**

The HR Manager was unavailable and so the Committee discussed the Overseas Travel Policy. This had already been discussed by the Executive Board and had been confirmed. Implementation of it should be as unbureaucratic as possible with minimal paperwork. The policy was well received by people on The Joint Interest Group. There is a requirement for a simple repatriation system which should be instigated via a call to a member of the Executive Board, since the repatriation costs could be considerable and authorisation of the expenditure would be needed. The Committee considered how to monitor the safety of SOAS travellers and concluded that the travellers should adhere to the arrangements made individually with their line manager to keep in touch. SOAS will pay for inoculations and maintain records. It was noted that there should be an overlay with this policy, the BCP and the H&S policy.

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

Library: No representative present.

Vernon Square: An incident report concerning draughty windows had been sent to the Health & Safety Officers but had not appeared on the report presented at this meeting. Michael Smith confirmed that all incidents should be included and he would check to see why this had not happened. The question of how staff are informed about completing and submitting incident forms was raised. There could be some information included at future staff inductions.

Main College Building: No representative present.

Faber Building: Security during the 2012 Olympics was raised. Costs for an access control system have been obtained and a case is to be made for additional funding for a full time security officer on Faber reception. One trip incident had occurred.

Brunei Gallery: Nothing to report. Olympics arrangements were raised.

Student Representative: No representative present

UCU Representative: A request was made for a policy on staffing throughout the Olympics period.

UNISON Representative: Rooms RB 01 and RB 301 - heating is not reaching an acceptable temperature. Set points are to be adjusted to overcome this.

<b>Meeting</b>	<b>Agenda item</b>	<b>Action</b>	<b>Person</b>	<b>Progress</b>
14 March 2012	Matters arising	Report progress on bike racks at next meeting	RP	
14 March 2012	Report from HOFM	Update complainant	RP	
16 November 2011	Report from Safety Officer	Student evacuation guide to be produced	PB	
14 March 2012	Report from Safety Officer	Student rule book to be produced	PB	
14 March 2012	Report from safety Officer	Awaiting clarification of SOAS smoking areas	RP	
14 March 2012	Report from Staff & Student Rep's Vernon Square	Check why draughty windows incident form not included in report	MS	
14 March 2012	Report from Staff & Student Rep's Unison	Have set points adjusted for Rooms RB 01 & RB 301	RP	