

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

Tuesday, 22 May 2012  
at 10.00am in Room 116

**I. Minutes**

To approve the minutes of the meeting held on 14 March 2012

**II. Matters Arising**

**III. Occupational Health Services**

To receive: An update from the HR Manager

To receive: A report and proposal from the HR Director [Appendix A]

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

To receive an oral update from the Head of Facilities Management

**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]

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

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

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

To receive: Oral reports from the staff representatives

The Library  
Vernon Square  
College Buildings  
Faber Building  
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**

22<sup>nd</sup> May 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 Lucas (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) Peter Baran (General Manager-Student Union)

\* Member unable to attend.

**1. MINUTES**

The minutes of the meeting held on the 14<sup>th</sup> March 2012 were read and approved.

**2. MATTERS ARISING**

A question was asked on further talks regarding the fire shutters in the Philips Building. It was confirmed that this issue will now be absorbed into the Landings Project and that it will have been resolved by the end of the academic year 2012-13. It was confirmed that there were no compliance issues with the current installation.

Mike Haddon confirmed that he had liaised with Peter Baran to ensure that the improved guidance and instructions for the evacuation of students will be available for use at the induction in the academic year 2012-13. Peter Baran may request input from our Health & Safety Officers.

It was confirmed that a bicycle rack had been relocated away from the Brunei Gallery fire exit but additional units which the University of London hopes to provide are still awaited.

It was confirmed that the complainant on cigarette smoke ingress into the Research Block had been informed of the daytime smoking ban was about to be implemented in the outside area of the bar. Signs are being provided for the Students' Union.

Mike Smith sought clarification of the smoking areas. Estates and Facilities will discuss the issue with him and confirm the areas with HR.

The rattling window at Vernon Square was not reported as an incident as it was not considered to be a safety matter by the Health & Safety Officers.

Dzidra Stipnieks requested clarification on the matter of filming/taking photos of incidents occurring on campus and it was reiterated that this did not fall within the remit of this Committee but was told that there had been no changes to our existing arrangements with the security officers.

It was confirmed that the comfort cooling set points for Rooms RB01 and R301 had been adjusted since the last meeting.

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

Meetings have taken place with our service provider as information was taking a long time to reach us. The provider is now fully staffed and the situation has improved. It was noted that records are kept for 8 years.

A paper, proposing that a Human Resources Manager (or the person who has responsibility for Health and Safety and Occupational Health within Human Resources) should become an "ex officio" member of this Committee. It was agreed that this proposal should go forward to the Governing Body.

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

It was noted that all of the items to be discussed had been covered in Matters arising and there were no further issues to report.

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

Reports were received from the Health & Safety Officers. The revised Health & Safety Policy will be sent to the July meeting of the Governing Body for approval, along with the annual report.

There had been no alarm activations since the last report.

It was requested that the position of the fire extinguisher on the 2nd floor of Faber Building be examined, following a recent accident on the landing.

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

#### **Lifts**

The project to improve the lifts has been deferred due to design issues and uncertainty around logistics during the 2012 Olympics. It was confirmed that an alternative programme was being considered.

#### **Asbestos Registers**

The asbestos registers are being updated electronically by a new company – Redhills, appointed via the LUPC framework agreement. The current registers were being fully reviewed and any necessary re-surveying would be undertaken. It was noted that there were not issues of compliance with our current policies and procedures and that this was an update

### **Crittall Windows**

The window programme is on budget and on target for completion on the 15<sup>th</sup> June.

### **53 Gordon Square**

The refurbishment programme for Gordon Square is on target for completion in September.

### **Security Report**

A summary of incidents was presented showing incidents relating to SOAS. A check will be made of what constitutes a technical fault and the emergency services callouts.

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

The Committee noted the following:

Library:

Reports of eating in the Library and vermin spotted on a number of occasions.

Vernon Square:

Vermin has been spotted.

Main College Building:

No representative present, however, Peter Baran confirmed that he had agreed to become the Main Building representative for the next 5 years.

Faber Building:

Security during the 2012 Olympics was raised and it was noted that additional security will be provided throughout the period, on the front desk. The officer will be pro-active in checking visitors.

Brunei Gallery:

Issues were raised with loading bay becoming congested from pallets and possible fly tipping.

Student Representative:

No representative present

UCU Representative:

Clarity was requested on the term "mechanisms in place" referring to Minute Item 5, which related to the question of people being held to account for their actions without intimidation. It was noted that this term referred to the various policies and procedures already in place, which should be invoked if necessary.

UNISON Representative:

A decision was required about security arrangements for 53 Gordon Square when it opens in the Autumn

Concern was raised that ladders and various work tools associated with the window works were being properly stored. It was agreed that this would be investigated with the contractor.

The loading bay is very congested and needs managing

Concern was raised that individuals are accessing the premises via the fire exit from the bar area. The Student Union will be informed of this and will be expected to tighten their procedures to eliminate this problem. We will continue to monitor the situation.

## 8. REPORT ON THE CARNIVAL OF LOVE

The General Manager of the Students Union reported that there had been a serious breach of the School's health and safety regulations at a late evening event (The Carnival of Love) managed by the Students Union. In summary many more tickets had been sold than was the safe limit for the premises. The Committee expressed its' serious concern and noted that organisers must comply with all Health & safety regulations. The SU Trustees were taking appropriate disciplinary action and the School could not agree to further events until satisfied that arrangements were in place to ensure that health and safety regulation would be followed.

Some concern was also expressed that on occasions the number of students allocated to a classroom or lecture theatre exceeded the number of seats available. It was agreed that timetabling arrangements should ensure that this situation was not repeated in future years.

Meeting	Agenda item	Action	Person	Progress
22 May 2012	Safety Officers report	Smoking areas to be confirmed	RP	F22 Mayor next meeting
22 May 2012	Occupational Health	Annual paper submitted	SS	For next meeting
22 May 2012	Safety Officers report	Check position of fire extinguisher in Faber 2 <sup>nd</sup> fl	HA/MS	For next meeting
22 May 2012	Director of E&F report	Check technical faults and emergency services calls	MH	For next meeting
22 May 2012	Staff & Student Reps	Improve Loading bay situation	MH	For next meeting
22 May 2012	Staff & Student Reps	Improve Brunei loading bay situation	MH	For next meeting
22 May 2012	Staff & Student Reps	Deal with Vermin in SCR and Vernon Sq	MH	For next meeting
22 May 2012	Staff & Student Reps	Decide on security for 53 Gordon Sq	RP	For next meeting