

To receive: An oral report from the Student Representative

To receive: Oral reports from Union Safety Representatives

UCU
UNISON

**SOAS UNIVERSITY OF LONDON
HEALTH AND SAFETY COMMITTEE**

MINUTES

14th November 2012 at 10.00am

Room 116

Members	Heidi Alderton (Safety Officer) Peter Baran (General Manager-Student Union) Donald Beaton (Chair) Stephanie Blankenburg (UCU representative) John Hollingworth (Brunei Gallery representative) Richard Lucus (Vernon Square representative) Peter McCormack (Library representative) Keiko Ono (Student representative) Richard Poulson (Director of Estates and Facilities) Seema Sanyal (HR representative) Anne Weekes (Faber representative) Vacant (UNISON representative)*
In attendance	Mike Haddon (Minutes Secretary)

* Member unable to attend.

1. MEMBERSHIP, TERMS OF REFERENCE AND CONDUCT AT MEETINGS

A change has been proposed that an HR Manager with Occupational Health responsibilities should become an “ex officio” member. It was noted that Governing Body should be invited to approve a further change to the terms of reference of the Committee to enable it to receive periodic statistics on security incidents.

2. MINUTES

The minutes of the meeting held on the 22nd May 2012 were read and approved.

3. MATTERS ARISING

Fire shutters will be absorbed into the landings refurbishment project, however, the timescale by which this would be achieved could not be confirmed at this stage. Meantime the Committee noted that our current arrangements and fire shutters are compliant with Health and Safety legislation.

Basic student inductions to health and safety in the School had been carried out but without any of the enhancements discussed by the Committee at its previous meeting. It was agreed that the Head of Facilities Management would contact the

Director of Registry and Student Services regarding information required to enhance the induction on fire safety for future student intakes.

The smoking ban which was implemented in the outside space of the Student Union Bar has been lifted experimentally. It is expected that air circulation and movement will improve now that the construction site has been removed.

It was agreed that the Head of Facilities Management would confirm whether the staff common room balcony is a designated smoking area.

As a result of software problems statistics are still awaited from our Occupational Health service provider. The Committee noted that it was not acceptable for the provider to fail to provide these statistics. It was agreed that an appropriate analysis of referrals must be made available to the Committee at its next meeting.

Measures have been taken to control pests, in particular rodents. It was noted that this would continue to be a problem unless housekeeping in the Students' Union improved.

4. HEALTH & SAFETY ANNUAL REPORT

The Head of Facilities Management invited questions on the report. The Chair asked that graphical and interpretive information was included in next years' report. It is still suspected that some minor accidents and incidents go unreported and it was confirmed that the Health & Safety Officers have made every effort to make people aware of the process.

5. ASBESTOS MANAGEMENT PLAN

The Director of Estates and Facilities confirmed that the existing plan has been updated. The changes relate to personnel, how the policy information is held and legislative updates.

An annual inspection check takes place and it was confirmed that in the future this would be in June. It was agreed that there would be an annual report to the Health & Safety Committee and to the Estates & Infrastructure Committee.

The Maintenance Manager has just completed accreditation P405 – Management of Asbestos in Buildings to which will assist the implementation of the policy.

6. REPORT FROM THE SAFETY OFFICER

Reports were received from the Health & Safety officer. It was noted that the updated Health & Safety policy had now been signed and placed on our website.

As a result of RIDDOR changes we are only required to notify the HSE after 7 days of absence, relating to a qualifying incident.

PAT testing rules have changed and many items will now only require a visual check for signs of damage.

Smoke-free (Signs) Regulations have changed, however, we do not need to renew our existing signs.

A summary of fire alarm activations was reviewed. There were no concerns. The issue of notifying staff of the reasons for activation afterwards was discussed. It was agreed that explanation e mails will **not** be sent out to all staff due to potential "all staff" communication overload. The Head of Facilities Management was asked to discuss the best way of conveying this information to staff with Safety Officers and the Communications Manager.

The incident summary showed 2 slips to have occurred on the main staircase of the College Building. It was agreed that slips on that staircase would be monitored and discussed further if thought to be an issue.

7. REPORT FROM THE DIRECTOR OF ESTATES & FACILITIES

Lifts

The anticipated disruption around the Olympic Games led to this project being deferred. Alternative schedules are being investigated.

Asbestos Registers

The survey work for the update is now complete and the revised registers are available. These are held electronically and accessed via an internet connection.

Crittall Windows

This project has been successfully completed.

53 Gordon Square

This project was successfully completed in September.

Catering Installations

This project was successfully completed in September.

Questions were asked regarding the high number of security and technical incidents reported. It was noted that Security Officers are responsible for reporting faults which are either reported to them out of core hours or they determine on their routine patrols.

7. REPORTS FROM STAFF AND STUDENT REPRESENTATIVES

The Committee noted the following:

Library:

Signage: It was noted that a number of different types of fire signs are present in the Library. It was agreed that the Library Representative would discuss the matter with the Director of Library and Information Services and provide an inventory of existing signage. It was suggested by our Health & Safety officer that they are all replaced with a common sign and that this would be arranged with Estates and Facilities once the inventory was provided.

It was noted that some signs were being defaced and it was agreed to monitor this and report on any further incidences.

Refuges: It was noted that here are no refuges on Level E. The Health & Safety officer confirmed that the refuges were created before our current procedures were revised to restrict access to the upper floors of the Library as the result of the limitation on accessibility. It was noted that the refuges were not just for wheelchair users and it was also confirmed that these were regularly checked.

Exit doors on all levels have tags and alarms. It was requested that these be replaced with a magnetic release system. The feasibility of this would be investigated by Estates.

Issues were raised regarding evacuation. People ignore directional signs and try to use the main entrance. It was agreed that the Safety Officer would discuss the matter with the Head of Library Services.

Vernon Square:
Nothing reported.

Main College Building:
Nothing reported.

Faber Building:
It was confirmed that the full time security on the reception desk throughout the Olympic Games was helpful and reassuring for staff. A request for permanent cover was made. A further request was made for additional kitchen facilities to assist staff in the lower floors of the building.

Brunei Gallery:
It was noted that the accessible toilet facilities on the second floor are being used for washing prior to prayers in the prayer room. It was noted that although there are dedicated washing facilities these may be oversubscribed. It was agreed that the Head of Facilities Management would discuss this with the Students' Union.

The Head of Facilities Management confirmed that issues affecting the loading bay had been discussed with the University of London. It was noted that there have been problems with fly tipping and that the situation would continue to be monitored.

Student Representative:
The room booking form has been updated.
The SU is liaising with all parties regarding events.

UCU Representative:
A request was made for any available information on occupational health. It was noted that we are awaiting information and, as soon as it is received it will be shared.

UNISON Representative:
No representative present.

Action Points

Meeting	Agenda item	Action	Person	Progress
22/05/12	Safety Officers Report	Smoking areas	MH	For next meeting
22/05/12	Occupational Health	Annual report	SS	For next meeting
22/05/12	Staff & Student Representatives	Brunei Gallery loading bay	MH	For next meeting
22/05/12	Staff & Student Representatives	Update on security for 53 Gordon Sq.	RP	For next meeting
14/11/12	Staff & Student Representatives	Discuss emergency evacuation procedures	HA	For next meeting
14/11/12	Staff & Student Representatives	Washing facilities.	MH	For next meeting
14/11/12	Staff & Student Representatives	Review signage in Library	HA/MH	For next meeting
14/11/12	Safety Officer	Discuss notification of fire alarm activations with Comms	MH/HA	For next meeting
14/11/12	Matters arising	Guidance on Health and Safety for students	MH	22-5-13