

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

Wednesday, 13th March 2013
at 10.00am in Room 116

AGENDA

I. Minutes

To approve the minutes of the meeting held on 14th November 2012 [Attached]

II. Matters Arising

III. Report from The Safety Officer

To receive: A written report from the Safety Officer [AppendixA]
Summary of fire alarms/drills [AppendixB]
Summary of Incidents [AppendixC]

IV. Report from The Director of Estates and Facilities

To receive: A report from the Director of Estates and Facilities [AppendixD]
Security report – summary of incidents [AppendixE]

V. Occupational Health Services

To receive: A report from the HR Manager [AppendixF]

VI. 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

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

MINUTES

13th March 2013 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) Michael Smith (Safety Officer) Anne Weekes (Faber representative)* Vacant (UNISON representative)*
In attendance	Mike Haddon (Minutes Secretary) Brenda Lett (Human Resources Manager)

* Member unable to attend.

1. MINUTES

The minutes of the meeting held on the 14th November 2012 were approved.

2. MATTERS ARISING

There were no matters arising.

3. REPORT FROM THE SAFETY OFFICER

It was noted that recent fire evacuations had taken place from all campus buildings and as a result, several operational issues were being addressed with the fire alarm contractor.

There was one reported fire alarm activation, caused by a defect with a detector head.

There was one incident of a slip/trip nature reported.

4. REPORT FROM THE DIRECTOR OF ESTATES & FACILITIES

Tenders will shortly be sent out for the lift refurbishment project.

Further refurbishments include toilets in the College Building, external decorations to the Brunei Gallery and the 21-24 Russell Square terrace.

The electrical infrastructure of the College Building and the Philips Building ventilation plant are both to be renewed.

The fire alarm system in the Brunei Gallery is to be replaced. Work will mostly be undertaken out of hours and a temporary system will be installed beforehand to enable the building to be used throughout the project.

The Committee was asked to note that there will be scaffolding to the external walls of the Russell Square terrace during the decoration work. The precinct will be reduced in size by hoardings throughout the North Block project. This is to accommodate contractor access and egress. A schedule of work will be produced to enable noisy working to be controlled.

5. OCCUPATIONAL HEALTH SERVICES

The Committee received a report from the Human Resources Manager and noted that there had been little improvement in the information provided by the contractor. A contract review had taken place as the service level agreements were not being met. A further review meeting is planned. Performance will be carefully monitored. A robust approach will be taken. It was agreed that the notice period of the contract would be checked.

The definition of fitness to work was discussed and new regulations were explained.

6. REPORTS FROM STAFF AND STUDENT REPRESENTATIVES

The Committee noted the following:

Library:
Nothing reported.

Vernon Square:
Nothing reported.

Main College Building:
Nothing reported.

Faber Building:
Nothing reported.

Brunei Gallery:
The loading bay is now being kept clear by the University of London.

Student Representative:
Nothing reported.

UCU Representative:
There is a new UCU sickness policy available.

UNISON Representative:
No representative present.

Meeting	Agenda item	Action	Person	Progress
13-03-13	Occupational Health Services	Check notice required for contract	S.S.	For 22-05-13