

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

Wednesday, 22<sup>th</sup> May 2013  
at 10.00am in Room 116

**AGENDA**

**I. Minutes**

To approve the minutes of the last meeting held on the 13<sup>th</sup> March 2013 [Attached]

**II. Matters Arising**

**III. Report from The Safety Officer**

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

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

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

**V. Occupational Health Services**

The committee is asked to comment on an Occupational Health questionnaire devised by the HR Manager [Appendix F]

**VI. To consider the issue of smoke ingress to the Research Block**

**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

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

**MINUTES**

22nd May 2013 at 10.00am

Room 116

Members	idi Alderton (Safety Officer) ter Baran (General Manager-Student ion) nald Beaton (Chair)* aphanie Blankenburg (UCU representative) rn Hollingworth (Brunei Gallery representative) ris Ince (Acting Chair) enda Lett (Human Resources anager) hard Lucus (Vernon Square representative) ter McCormack (Library representative) rrison Coyte (Student representative) hard Poulson (Director of Estates and ilities) hrael Smith (Safety Officer)* ne Weekes (Faber representative) Vacant (UNISON representative)*
In attendance	Mike Haddon (Minutes Secretary) Keith Jennings (Senate House North Block, Project Manager) Helen Gowland (Space Manager)

\* Member unable to attend.

**1. MINUTES**

The minutes of the meeting held on the 13th March 2013 were approved, subject to the following change

Minute 6. "UCU Representative" section.

Substitute with - The new school absence policy is yet to be agreed by UCU.

## **2. MATTERS ARISING**

It was noted that the contract for Occupational Health Services is a rolling one requiring a notice period of 2 months.

## **3. REPORT FROM THE SAFETY OFFICER**

The Committee noted the summary tables indicating the numbers of reported fire alarms and summary of incidents. It was noted that the dates of the incidents predated the previous Health & Safety Committee meeting. This was because they were not reported at the time of occurrence. A further summary detailing fire evacuation had been omitted and was to be distributed after the meeting. The Safety Officer was requested to submit a more detailed written report in future.

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

Tenders will shortly be received for the summer projects.

These include toilets and lifts in the College Building, decorations to the Brunei Gallery and 21-24 Russell Square.

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

The Senate House North Block Project Manager reported on the progress and explained the plan. There will be hoardings in the precinct area between January 2014 and summer 2015. The fire assembly point must be changed to a more suitable location for this period. Bicycle racks will need to be re-located. There may be a pinch point at the top end of the access road from the loading bay. This must be checked. A new assembly point must be identified to replace the existing, outside the College Building, for the duration of the project. The dumping of materials outside of the compound must be adequately managed.

The Committee received a security report and noted that thefts and reported technical faults had increased. The latter was due to improved reporting procedures.

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## **5. OCCUPATIONAL HEALTH SERVICES**

The Committee received a questionnaire from the Human Resources Manager and gave constructive feedback to enable revisions to text and questions. This will be re-presented at the next meeting.

## **6. TO CONSIDER THE ISSUE OF SMOKE INGRESS TO THE RESEARCH BLOCK**

The Director of Estates and Facilities reported the problem and the position. The Student representative suggested that the area for smoking could be moved to the far end of the terrace or up onto the grassed area to take the smoke away. The outside space is not a designated smoking area. It may be necessary to review the SOAS smoking policy.

It was agreed that a smoking ban would commence from 23rd May, Monday to Friday between the hours of 08.00 and 18.00 hours. Alarming the doors to the outside space would be considered if the ban proves ineffective.

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

The Committee noted the following:

Library:  
Nothing reported.

Vernon Square:  
Ants in one office – now resolved

Main College Building:  
Nothing reported.

Faber Building:  
Request for full security cover on reception and lanyards to be issued with ID cards

Brunei Gallery:  
The reception counter and area behind need to be evaluated for space and storage as they are cluttered

Student Representative:  
A smell reported in a cupboard in the lower ground floor of College Building

UCU Representative:  
Nothing reported

UNISON Representative:  
No representative present.

<b>Meeting</b>	<b>Agenda item</b>	<b>Action</b>	<b>Person</b>	<b>Progress</b>
22-05-13	Director of Estates North Block Project	Identify and agree new fire assembly point	KJ & HS	October 2013
22-05-13	Staff & Student Representatives	Budget for lanyards to be requested of LIS	MH	October 2013
22-05-13	Smoke ingress to Research Block	Smoking ban to outside area of bar	MH	October 2013
22-05-13	Staff & Student Representatives	Costing of Full time security at Faber reception	MH	October 2013