

To receive: Oral reports from Union Safety Representatives
UCU, UNISON

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

MINUTES

9th October 2013 at 10.00am

Room 116

Members	Heidi Alderton (Safety Officer) Johann Barbe (Student representative) Peter Baran (General Manager-Student Union) Donald Beaton (Chair)* Stephanie Blankenburg (UCU representative) Chris Ince (Acting Chair) John Hollingworth (Brunei Gallery representative)* Brenda Lett (Human Resources Manager) Richard Lucus (Vernon Square representative)* Peter McCormack (Library representative) Richard Poulson (Director of Estates and Facilities) Michael Smith (Safety Officer)* Anne Weekes (Faber representative) Vacant (UNISON representative)*
In attendance	Mike Haddon (Minutes Secretary)

* Member unable to attend.

1. MEMBERSHIP, TERMS OF REFERENCE & CONDUCT OF MEETINGS

The terms of reference were discussed and it was agreed that there may be a need to amend some terms at a future date. The procedures for the conduct of meetings were noted.

2. MINUTES

The minutes of the meeting held on the 22nd May 2013 were approved.

3. MATTERS ARISING

The Senate House North Block Project Manager and the Safety Officer have had discussions regarding moving the fire assembly point at the front of the College Building for the duration of the North Block refurbishment works. This will be finalised and publicised well before the works commence in January 2014.

It was noted that the availability of lanyards for I.D. cards will be included in the weekly news bulletin.

The daytime smoking outside the SU bar area is in force. Ashtrays will be removed by bar staff at the end of trading and set out again the following evening.

It was confirmed that 11 of 32 occupational health questionnaires have been returned completed. The Human Resources Manager will update the questions and provide feedback at the next meeting.

4. ASBESTOS

A report was received from the Director of Estates and Facilities. The report detailed the discovery of asbestos during a recent maintenance project and confirmed that the appropriate processes had been followed and that as a further precaution an independent expert had reviewed the relevant documentation.

A revised Asbestos Management Plan was approved and it was confirmed that the asbestos registers had been updated and the annual inspection undertaken.

5. FIRE RISK ASSESSMENTS

The Committee noted the report. There are no items which require immediate, urgent attention. The report was compiled by independent auditors who were adequately qualified. A group has been created, with two work streams – operational and legislative, to develop an action plan with timescales, to address the issues.

6. REPORT FROM THE SAFETY OFFICER

The Committee received the report and noted that nothing reported required additional investigation. Summary tables indicating the numbers of reported fire alarms and summary of incidents was received and it was noted that fire alarm activations were down almost to the level of planned evacuations.

It was agreed that the updated Health & Safety Policy and Procedures will be sent to Governing Body for approval.

7. REPORT FROM THE DIRECTOR OF ESTATES & FACILITIES

The Committee received a report from the Director of Estates & Facilities.

All summer projects had been executed with the exception of the lift project and this was due to costs. The Ventilation project is ongoing, with completion in January 2014.

It was confirmed that Legionella risk assessments would be reviewed and updated as necessary. This was required following the maintenance programme which had replaced significant elements of the water distribution and storage infrastructure.

A security report detailing incidents for the previous quarter was noted by the Committee.

8. COMBINED LIABILITY RISK ASSESSMENT

A report has been received from our insurers. Issues detailed on the report are being discussed and a schedule of actions created.

9. REPORTS FROM STAFF AND STUDENT REPRESENTATIVES

The Committee noted the following:

Library:

Nothing reported. Signage has been greatly improved.

Vernon Square:

Nothing reported.

Main College Building:

Nothing reported.

Faber Building:

Fumes arising from roof repairs during refurbishment caused concern.

A hand soap dispenser was broken for three weeks.

Security cover at reception still an issue. Alternative solutions are being considered.

Brunei Gallery:

Nothing reported.

Student Representative:

Issue of risk assessments for student visits was raised – essential that they are carried out.

Ventilation project – it was confirmed the gym will be available again in January 2014.

UCU Representative:

It was confirmed that there is no longer any official relationship with the Gower St Medical Practice.

UNISON Representative:

No representative present.

Meeting	Agenda item	Action	Person	Progress
09-10-13	Matters arising	Update questionnaire and provide feedback	BL	March 2014
09-10-13	Staff & Students Representatives	Availability of lanyards notified by Newsletter	MH	March 2014
09-10-13	Matters arising	Ashtrays to be removed from	PB	March 2014

		outside of bar, daytimes		
09-10-13	Staff & Student Representatives	Security options for Faber reception	MH	March 2014
09-10-13	Report from Director of Estates & Facilities	Combine security reports into one document	MH	March 2014