

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

Wednesday, 5th March 2014
at 10.00am in Room 116

AGENDA

I. Minutes

To approve the minutes of the last meeting held on the 9th October 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

To receive: A written update from the HR Manager [Appendix F]

VI. Committee Terms of Reference

To comment on and approve the revised Terms of Reference [Appendix G]

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

5th March 2014 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)* Regina Everitt (Library representative) Chris Ince (Acting Chair) John Hollingworth (Brunei Gallery representative) Brenda Lett (Human Resources Manager) Richard Lucus (Vernon Square 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. MINUTES

The minutes of the meeting held on the 9th October 2013 were approved.

2. MATTERS ARISING

- a) The location of the Occupational Health provider has been of concern to staff and will be considered as part of a review of the provision.
- b) To note: lanyards for ID cards are now in stock in the Library.
- c) Ashtrays have been removed from the outside the SU bar during the day to reduce smoking in the area but are replaced outside of core hours.
- d) A webcam is being trialled as an entry phone outside room 130.
- e) The security report has been combined to show current and last years' figures.

3. REPORT FROM THE SAFETY OFFICER

The Committee received the report and noted that a fire evacuation is to be held soon. Fire detector heads appear to be particularly sensitive to insects and this has led to alarms being set off on a number of occasions.

The first aid room has, on one occasion been used for the purpose of a member of staff wishing to rest. It was important this facility was kept free for the designated purpose.

4. REPORT FROM THE DIRECTOR OF ESTATES & FACILITIES

A report was received from the Director of Estates and Facilities. It was noted that hoardings were in place and works had commenced on the Senate House North Block project. The main works will begin in April.

The lift budget has been increased to cover summer refurbishments.

The ventilation project work is complete.

An alarm is to be costed and, subject to budget being agreed, fitted to the door in the SU bar leading to the outside space, to prevent daytime smoking.

The fire risk assessment has been grouped into high, medium and low risk areas and these are being tackled according to priority.

The North Block Project Manager will attend the next meeting to discuss enabling works.

The security report was noted. There were no statistics which caused concern. There will be additional CCTV as a result of the on-going Access Control Project.

5. OCCUPATIONAL HEALTH SERVICES

The School's providers have been short staffed but the service is now running well. There is a dedicated specialist and the quality of service has improved, although is still under pressure. HR monitors the service provided on behalf of the School. Meetings are being held to determine the future direction as the contract ends in April 2014. LUPC will be asked for assistance.

A stress management policy is to be circulated.

6. COMMITTEE TERMS OF REFERENCE

This was discussed by the Committee and the wording of items c and e considered and then agreed as presented.

It was agreed that the title will be Health, Safety and Security Committee.

A revised version will be circulated for final approval.

7. REPORTS FROM STAFF AND STUDENT REPRESENTATIVES

The Committee noted the following:

Library:

Fire signs are peeling off the walls at high level.

Fire wardens were discussed and the Safety Officer confirmed that they were recruited via request e mails sent out periodically.

Questions raised re 24 hour policy and access outside of core hours, to be addressed as part of the Access Control Project.

Vernon Square:

No representative present.

Main College Building:
Announcement of pending fire evacuation was confirmed

Faber Building:
Nothing reported.

Brunei Gallery:
A lift entrapment occurred in December. An investigation took place with the lift maintenance company to resolve the problem.
Room in Brunei basement being used for music practice and users' effects are causing a hazard in the general area. This will be monitored and further action recommended if necessary

Student Representative:
Nothing reported.

UCU Representative:
No representative present.

UNISON Representative:
No representative present.

ACTIONS

Meeting	Agenda item	Action	Person	Progress
05-03-14	Committee Terms of Reference	Revised document to be circulated	CI	May 2014
05-03-14	Director of Estates & Facilities Report	SHNB project Manager invited to next meeting	RP	May2014
05-03-14	Director of Estates & Facilities Report	Alarm to be fitted to SU outside doors	MH	May2014
05-03-14	Reports from Staff & Student Representatives (Brunei)	Discussion with users of basement room	CI	May 2014
05-03-14	Reports from Staff & Student Representatives (Library)	Fire signs to be affixed properly	MH	May 2014