

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

Wednesday, 28th May 2014
at 10.00am in Room 116

AGENDA

I. Minutes

To approve the minutes of the last meeting held on the 5th March 2014 [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 security incidents [Appendix E]

V. Occupational Health Services

To receive: A verbal update from the HR Manager

VI. Fire Risk Assessments

To receive: An update from the Head of Facilities Management [Appendix F]

VII. Investigation conclusions into ISS Cleaners' Safety Training [Appendix G]

To receive: The concluding information from the Head of Facilities Management

VIII. Report on the use of Lifts during Fire Evacuations [Appendix H]

To receive: A report on the current situation from the Head of Facilities Management

IX. 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

28th May 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) Keith Jennings (Senate house North Block project Manager) Michael Baptista (Library representative)

* Member unable to attend.

1. MINUTES

The minutes of the meeting held on the 5th March 2014 were approved.

2. MATTERS ARISING

- a) An independent alarm has now been fitted to the fire doors leading from the bar to the outside space. It will be activated between the hours of 08.00 and 18.00.
- b) Although less problematic, representation will be made to the users of the basement room in the Brunei Gallery.
- c) The revised committee terms of reference were circulated.
- d) Fire signs in the Library have been properly affixed.

3. REPORT FROM THE SAFETY OFFICER

The Committee received the report which also included reported fire alarms and a summary of incidents. It was noted that our first aiders are spending time dealing with incidents which have often occurred to occupants of our buildings en route, rather than on our premises.

It was noted that the Governing Body had requested supporting procedures, such as working overseas, to be incorporated into the main policy and this will be drafted over the summer period.

4. REPORT FROM THE DIRECTOR OF ESTATES & FACILITIES

A report was received from the Director of Estates and Facilities.

Lifts – Tenders have been received and the project will proceed during the summer. Lift E will be out of commission for longer than the other lifts, possibly until October.

Infill Project - This project is due to commence on the 2nd June.

Legionella Risk Assessments – As a result of changes made to our water storage system, legionella risk assessments will be carried out during the summer.

Senate House North Block – Soil from the quadrangle has been removed and recycled or used for landscaping purposes. Asbestos has been removed from all five floors. We have been working with Camden Council to remove the last areas of asbestos in difficult to access locations. Any asbestos which has to remain will be logged in the asbestos register. Changes are being made to the contractor compound due to restrictive access. The contractor, Graham Construction, won the bid on health and safety, quality and price and work will commence in the next few weeks. Noise levels have been considered for the new teaching year and time has been built into the programme for potentially sensitive issues. Most of the noise externally will be from cranes and deliveries, which will be minimal, the noisy work of demolition and digging, having already taken place.

The security report was noted. There were no statistics which caused concern. It was confirmed that anti-social behaviour as defined in the statistics is usually alcohol related.

5. OCCUPATIONAL HEALTH SERVICES

The contract with the School's providers has been extended to the end of July. The LUPC framework is being examined to see whether Lot 4 will be suitable. There will possibly be add ons to the new contract. A workshop is taking place on the 3rd June.

Sickness policy – A manageable procedure is required. The document received by UCU has been put to their members and they await feedback. It is hoped to implement the procedure on the 1st August.

6. FIRE RISK ASSESSMENTS

The Committee received an update from the Head of Facilities Management and it was noted that a considerable amount of remedial work has taken place as a result of the assessments. Further work continues subject to budgets and English Heritage approval and will be reported on at the next meeting. The work will be internally audited via the Committee when complete.

7. INVESTIGATION CONCLUSIONS INTO ISS CLEANERS' SAFETY TRAINING

The Committee received a report from the Head of Facilities Management which detailed the information provided by ISS stating their procedures for the training of their staff, the

recording of the training, monitoring of accidents and the allocation of protective clothing. The Committee noted that the procedures were satisfactory.

8. REPORT ON THE USE OF LIFTS DURING FIRE EVACUATIONS

A report was received by the Head of Facilities Management which outlined the current problems with allowing disabled persons without a personal evacuation plan to go above the ground floor. It is thought impossible to install dedicated evacuation lifts in our buildings for many reasons. Other possibilities are to ensure lifts return to ground and can be overridden by a key to evacuate disabled persons. It was noted that the Fire Brigade should not be seen as a rescue service. There is much legislation to be checked to see if it is advice or compliance. Further investigative work is to be carried out by the Head of Facilities Management, working with the Safety Officer and further information will be brought to the next meeting

9. REPORTS FROM STAFF AND STUDENT REPRESENTATIVES

The Committee noted the following:

Library:

Nothing reported.

Vernon Square:

No representative present.

Main College Building:

Nothing reported

Faber Building:

The doormat presents a trip hazard.

It was agreed the mat would be removed.

Brunei Gallery:

The situation regarding the room in the Brunei basement being used for music practice has improved. This will be monitored and further action recommended if necessary.

Student Representative:

Nothing reported.

UCU Representative:

Nothing reported.

UNISON Representative:

No representative present.

ACTIONS

Meeting	Agenda item	Action	Person	Progress
28-05-14	Staff & Student representatives	Marcus Cerny to be invited to next meeting to represent Gordon Square	MH	October 2014
28-05-14	Director of Estates & Facilities	John O'Donnell to speak to Keith Jennings re North Block noise	MH	October 2014
28-05-14	Reports from Staff & Student Representatives (Brunei)	Discussion with users of basement room	CI	October 2014