

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

Wednesday, 8<sup>th</sup> October 2014  
at 10.00am in Room 116

**AGENDA**

**I. Membership, terms of reference and conduct of meetings**

To note: Membership and Terms of Reference [Attached]  
Procedures for the conduct of Meetings [Attached]

**II. Minutes**

To approve the minutes of the last meeting held on the 28<sup>th</sup> May 2014 [Attached]

**III. Matters Arising**

**IV. 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]

**V. Report from the Head of Facilities Management**

To receive: A report from the Head of Facilities Management [Appendix D]

**VI. Occupational Health Services**

To receive: A verbal update from the HR Manager

**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  
Gordon Square

To receive: An oral report from the Student Representative

To receive: Oral reports from Union Safety Representatives

UCU  
UNISON

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

**MINUTES**

8<sup>th</sup> October 2014 at 10.00am

Room 116

Members	Heidi Alderton (Safety Officer) Peter Baran (General Manager-Student Union) Stephanie Blankenburg (UCU representative)* Marcus Cerny (Gordon Square representative)* Regina Everitt (Library representative) John Hollingworth (Brunei Gallery representative)* Chris Ince (Chair) Kabir Joshi (Student representative)* Jahan Latif (UNISON 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)*
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In attendance	Mike Haddon (Minutes Secretary)
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\* Member unable to attend.

### **1. MEMBERSHIP, TERMS OF REFERENCE & CONDUCT OF MEETINGS**

The terms of reference were discussed and it was agreed that an additional committee member would be recruited to represent the faculties.. The procedures for the conduct of meetings were noted.

### **2. MINUTES**

The minutes of the meeting held on the 28th May 2014 were confirmed.

### **3. MATTERS ARISING**

It was noted that the three actions recorded at the last meeting have been completed.

Marcus Cerny was invited to attend the Committee to represent Gordon Square.

The Maintenance Manager was to discuss noise from the Senate House North Block project with the Project Manager. Agreements now are in place covering timings of any noisy works.

The Chair was to discuss noise with the users of the basement room in the Brunei Gallery. This has now abated but will be monitored.

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

A report was received from the Health & Safety Officer. Our Health & Safety Policy is compliant however, our Governing Body has requested that additional information is added in respect of training and foreign travel. A small working group will meet to discuss this. Although this Committee has been re-named, security will remain as a separate policy, with its' own procedures. Safety training was requested for some committee members.

When complete, the lifts covered by the current refurbishment programme may be used by trained personnel in the event of a fire, to check floors for personnel waiting in the refuge areas of the building. This is as a result of an upgrade to the control panels which enable the lifts to return to the ground floor and then operated with a key by security officers. As a consequence, procedures will be required to be written for the officers to follow and training arranged. Draft procedures will be circulated.

Fire drills are planned for November.

#### **5. REPORT FROM THE HEAD OF FACILITIES MANAGEMENT**

The Committee noted that statutory inspections are being regularly carried out and any faults remedied.

All works designated as high priority in the recent fire risk assessment have now been completed.

Enabling works for the Senate House North Block project have been successfully completed with no reported incidents or accidents.

The Infill project was completed on time and within budget.

A security report detailing incidents for the previous quarter was noted by the Committee. These statistics will in the future, be presented in table form, rather than a chart.

#### **6. OCCUPATIONAL HEALTH SERVICES**

The new Wellbeing Policy has been approved by the Executive Board.

Currently, the occupational health contract is being re-procured using the LUPC framework and may include additional features such as work station assessment.

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

The Committee noted the following:

**Library:**

A hearing loop site survey has been undertaken.  
Water fountains have been requested by students. A scheme has been created and is awaiting budget approval.

**Vernon Square:**

A power cut was recently sustained and some IT services were lost for 2 hours. Emergency lighting was automatically activated and the situation was assessed to ensure the site was usable.

**Main College Building:**

It has been noted that access in reception at 1pm is very difficult, due to barriers and the revolving door. It may be possible to have the fire exit doors on access control or manned by a security officer at that time.

The SU has requested the south east moat area, including a doorway from the bar seating area as an outside space. Planning discussions are in progress and a price is being sought for the work.

**Faber Building:**

No representative present.

**Brunei Gallery:**

No representative present.

Careless washing in a wash room had caused water to flow into a corridor, causing a trip hazard.

**Gordon Square:**

No representative present.

**Student Representative:**

No representative present.

**UCU Representative:**

No representative present.

**UNISON Representative:**

It was reported that smoking is taking place in the outside space by Room L67.

<b>Meeting</b>	<b>Agenda item</b>	<b>Action</b>	<b>Person</b>	<b>Progress</b>
08-10-14	Occupational Health	Wellbeing policy to be circulated	Brenda Lett	By next meeting

**Next Meeting: 4<sup>th</sup> March 2015 at 10.00 in Room 116.**