

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

Wednesday, 27<sup>th</sup> May 2015  
at 10.00am in Room 116

**AGENDA**

- I. **Minutes**  
  
To approve the minutes of the last meeting held on the 4<sup>th</sup> March 2015 [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 Head of Facilities Management**  
  
To receive: A report from the Head of Facilities Management [Appendix D]
  
- V. **Occupational Health Services**  
  
To receive: An oral report from the HR Manager
  
- VI. **Health, Safety & Security Policy**  
  
To receive: A revised draft of the policy statement from the Secretary for discussion. [Appendix E]
  
- VII. **Lone Working Procedure**  
  
To receive: A draft Lone Working Procedure from the Secretary for discussion [Appendix F]
  
- VIII. **Induction for New Staff**  
  
To receive: A draft Day 1 Induction checklist for new staff from the Secretary for discussion [Appendix G]
  
- IX. **Safety Risk Register**  
  
To receive: A draft Safety Risk Register from the Secretary for discussion [Appendix H]

X. **Health & Safety Internal Audit 2014-15**

To receive: A draft Health & Safety Audit report from the Secretary for discussion

[Appendix I]

XI. **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**

27<sup>th</sup> May 2015 at 10.00am

Room 116

Members	Heidi Alderton (Safety Officer) Peter Baran (General Manager-Student Union)* Marcus Cerny (Gordon Square representative)* Regina Everitt (Library representative) John Hollingworth (Brunei Gallery representative)* Elizabeth Hull (UCU 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)* Vacant (Faber representative)*
In attendance	Mike Haddon (Minutes Secretary)

\* Member unable to attend.

### **1. MINUTES**

The minutes of the meeting held on the 4<sup>th</sup> March 2015 were confirmed.

### **2. MATTERS ARISING**

The issue of all staff e mails to convey the cause of fire alarm activations had been discussed with Communications and would be used on the next occasion.

The high level lighting in the Brunei gallery is for decorative purposes and does not affect the lux levels. Scaffolding will be erected to change the bulbs during the summer, in order to minimise disruption to building users.

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

A report was received from the Health & Safety Officer. The Committee noted that an e-learning package was proposed. The concept was well received but would have to

be considered in the context of budgets for the forthcoming year. The Secretary would inform the Committee of a decision at the next meeting.

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

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

Work had continued on the final medium and low risk recommendations from the last fire risk assessment. Seven recommendations had been carried out since the last meeting.

The Committee noted that a desktop review of the Fire Risk assessment had been carried out and the document updated.

The main contractor for the Senate House North Block project had made good progress. A number of health and safety measures had been put in place. Accident free days were 136 out of 136.

Following the completion of modifications, four of the School's lifts were now able to be used for emergency evacuation under certain conditions by personnel who have been trained to use them.

The Committee noted that a desktop review of risk assessments had been conducted which confirmed that satisfactory method statements had been produced by external contractors. A new risk assessment form has been created for task specific work with the Estates and facilities department. This might be able to be adapted for generic risk assessments across the School.

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

#### **5. OCCUPATIONAL HEALTH SERVICES**

The Committee noted that a new occupational health contractor had been appointed with a commencement date of 1<sup>st</sup> July 2015. The implementation will incorporate metrics and tracking to enable SOAS to measure results.

The Global Corporate Challenge had also begun.

#### **6. HEALTH, SAFETY & SECURITY POLICY**

The revised (3<sup>rd</sup>) draft policy will be considered by Governing Body in July. This now included recommendations following an internal audit report.

The policy had changed from being building based to departmental/organisational and incorporated safety representatives.

Risk assessments would be included.

#### **7. LONE WORKING PROCEDURE**

The Committee noted the new procedure and there were no requests for changes. Any final amendments could be sent to the Secretary.

## **8. INDUCTION FOR NEW STAFF**

The Committee noted the induction and two recommendations were made. 1. A signature box included for the manager and employee to confirm the induction was given. 2. The form should be extended to include visitors and contractors.

## **9. SAFETY RISK REGISTER**

The Committee noted a draft safety risk register. The nature of the content would be discussed at the next Health and Safety Operations meeting and populated with risks. Offsite activities would be included.

## **10. HEALTH & SAFETY INTERNAL AUDIT 2014 – 15**

The Committee noted the detailed report from the Health and Safety audit created by the internal auditors. There were some recommendations which would be addressed with the new policy, for example, safety representatives making inspections before Health, Safety and Security committee meetings.

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

The Committee noted the following:

### **Library:**

No representative present

### **Vernon Square:**

No representative present

### **Main College Building:**

No representative present.

### **Faber Building:**

No representative present.

### **Brunei Gallery:**

No representative present.

### **Gordon Square:**

No representative present.

### **Student Representative:**

Security issues regarding unwelcome guests

### **UCU Representative:**

No issues were reported.

**UNISON Representative:**

Chairs in RB01 looking shabby and some chair backs loose.

<b>Meeting</b>	<b>Agenda item</b>	<b>Action</b>	<b>Person</b>	<b>Progress</b>
27-05-15	Safety Officer report	Update on e learning packages	Chris Ince	By next meeting
27-05-15	Staff & Student Representatives	Circulate date of next meeting	Mike Haddon	Before next meeting

**2015/16 Meetings:**

**Wednesday 7<sup>th</sup> October 2015 at 10.00 in Room 116**

**Wednesday 2<sup>nd</sup> March 2016 at 10.00 in Room 116**

**Wednesday 25<sup>th</sup> May 2016 at 10.00 in Room 116**