

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

Wednesday, 7th October 2015
at 10.00 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 27th May 2015 [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. **Safety Risk Register**
 - To note the updated Safety Risk Register [Appendix E]

- VIII. **Health & Safety Audit Recommendations**
 - To receive: An update from the Secretary [Appendix F]

- IX. **Reports from Staff and Student Representatives**
 - To receive: Oral reports from the staff representatives

 - 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

7th October 2015 at 10.00am

Room 116

Members	Heidi Alderton (Safety Officer)* Matthew Craven* Regina Everitt (Library representative)* Dr C Harris* Elizabeth Hull (UCU representative)* Chris Ince (Chair) Jahan Latif (UNISON representative) Zain Mohamed Dada (Student representative)* Debbie Nelson Richard Poulson (Director of Estates and Facilities) Tim Surch (Human Resources Manager) Jonathan Tanner
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In attendance	Mike Haddon (Minutes Secretary)
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* Member unable to attend.

1. MEMBERSHIP, TERMS OF REFERENCE AND CONDUCT OF MEETINGS

The membership, terms of reference and procedures for the conduct of meetings were noted.

2. MINUTES

The minutes of the meeting held on the 27th May 2015 were confirmed.

3. MATTERS ARISING

The issue of e learning was raised. This concept will need to be considered as a possibility within the resources available in the forthcoming year.

4. REPORT FROM THE SAFETY OFFICER

A report was received from the Safety Officer. It was noted that it was the last meeting that the existing Safety Officer would attend due to changing circumstances and the Chair extended his thanks for past efforts.
There were no questions posed regarding the report.

5. 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 low risk recommendations from the last fire risk assessment, including fire doors and door retainers.

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

6. OCCUPATIONAL HEALTH SERVICES

The Committee noted that the arrangement with our new occupational health contractor is working well. The 3 year contract provides a telephone referral service and clearer reporting mechanisms.

The Global Corporate Challenge may be repeated if resources permit.

7. SAFETY RISK REGISTER

The Committee received an updated Safety Risk Register which will be checked at the next meeting in March 2016.

8. HEALTH & SAFETY AUDIT RECOMMENDATIONS

The Committee was advised of a safety adviser working on projects at the London School of Hygiene and Tropical Medicine and it is possible we may seek to use them in the future. We shall aim to move towards generic risk assessments with a suite of policies. MY SOAS will house a safety area with risk assessment advice. Work will be carried out to look at risk in wider areas and may be added to the new H&S role. A role of Faculty representatives will be to look at safety on an ongoing basis and this will give them confidence to attend committee meetings.

9. REPORTS FROM STAFF AND STUDENT REPRESENTATIVES

The Committee noted the following:

Library:

No representative present

Student Representative:

No representative present

UCU Representative:

No issues were reported.

UNISON Representative:

Furniture being stored on loading bay and in corridor.

Meeting	Agenda item	Action	Person	Progress
07-10-15	Health & Safety Audit recommendations	Training to be promoted via faculty meetings and possibility of training for reps	Chris Ince	25-5.16
07-10-15	Health & Safety Audit recommendations	Discuss budget for training with Serena Yeo	Chris Ince	25-5.16
07-10-15	General	Recommend FMG's & DOPS to have standing item on agenda	Chris Ince	25-5.16

2015/16 Meetings:

Wednesday 25th May 2016 at 10.00 in Room 116