

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

MINUTES

2nd March 2016 at 10.00am

Room 116

Members	Matthew Craven** Regina Everitt (Library representative) Dr Colette Harris Elizabeth Hull (UCU representative)** Russell Hunter (Interim Safety Manager) 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
---------	--

In attendance	Mike Haddon (Minutes Secretary)
---------------	---------------------------------

** Member unable to attend.

1. MINUTES

The minutes of the meeting held on the 7th October 2015 were confirmed.

2. MATTERS ARISING

The issue of e learning was raised and discussed. This matter will be closed at the next meeting.

3. REPORT FROM THE SAFETY OFFICER

The Committee noted a report from the Safety Officer. Our previous service was largely reactive. This will now change and the new Safety Manager has made immediate progress by working to produce new drafts of the Health and Safety policy and the Overseas Travel policy, for feedback. A review has been undertaken which will lead to recommendations for changes in numerous procedures. Formal approval for these will be sought at the next meeting. Overseas insurance arrangements are being evaluated to ensure adequate cover is in place for staff and students.

Equipment is not currently covered due to high excesses. A form is available on our website for those travelling abroad.

The Health and safety audit completed by KPMG is to be reviewed and a draft risk assessment created. Timescales for implementation will be agreed at the next meeting. A monthly walk around is proposed to detect issues and rectify them. DSE training may be linked to general induction and training.

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 low risk recommendations from the last fire risk assessment and all agreed actions have now been completed.

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

The Secretary explained some of the measures and policies introduced to tackle gender based violence.

5. OCCUPATIONAL HEALTH SERVICES

The Committee noted an update and further statistics on the new occupational health contract provided by the HR Manager.

7. SAFETY RISK REGISTER

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

8. REPORTS FROM STAFF AND STUDENT REPRESENTATIVES

The Committee noted the following:

Library:

No issues were reported.

Student Representative:

No representative present

UCU Representative:

No representative present

UNISON Representative:

No issues were reported

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	General	Recommend FMG's & DOPS to have standing item on agenda	Chris Ince	25-5-16
02-03-16	HOFM Report	Ensure latest asbestos report is available	Mike Haddon	25-5-16
02-03-16	General	Invite Peter Baran to attend future meetings	Mike Haddon	25-05-16

2015/16 Meetings:

Wednesday 25th May 2016 at 10.00 in Room 116