

**HEALTH, SAFETY & SECURITY COMMITTEE**
**OPEN AGENDA**
**Wednesday 23<sup>rd</sup> May 2018 at 2 – 4 pm**
**Conference Suite, Paul Webley Wing**

|                      |   |                |
|----------------------|---|----------------|
|                      |   |                |
| <b>HSS 17/18 3 A</b> | <b>Minutes</b><br>To approve: minutes of the meeting held on 4 <sup>th</sup> October 2017 | [Attached]     |
|                      |   |                |
| <b>HSS 17/18 3 B</b> | <b>Action Points</b>  | [Oral Updates] |
|                      |   |                |
| <b>HSS 17/18 3 C</b> | <b>Matters Arising/Matters for Report</b>   | [Oral Updates] |
|                      |   |                |
| <b>HSS 17/18 3 D</b> | <b>Report from the Health &amp; Safety Manager</b><br>To receive                          | [Attached]     |
|                      |   |                |
| <b>HSS 17/18 3 E</b> | <b>Report from the Assistant Director of Estates</b><br>To receive                        | [Attached]     |
|                      |   |                |
| <b>HSS 17/18 3 F</b> | <b>Occupational Health Services</b><br>To receive: A verbal update from the HR Manager    | [Oral Updates] |
|                      |   |                |
| <b>HSS 17/18 3 G</b> | <b>UCU health and safety representative report</b><br>To receive                          | [Attached]     |
|                      |   |                |
| <b>HSS 17/18 3 H</b> | <b>Policies to support the estates strategy</b><br>To discuss                             | [Oral Updates] |
|                      |   |                |

**SOAS, UNIVERSITY OF LONDON**  
**HEALTH SAFETY & SECURITY COMMITTEE (HSSC)**

Conference Suite, Paul Webley Wing

07 March 2018 at 14:00

**MINUTES**

**MEMBERS:**

Mike Baptista (Library representative)\*  
Matthew Craven\*  
Dr Collette Harris\*  
Peter Baran\*  
Dr Elizabeth Hull (UCU representative)\*  
Russell Hunter (H&S Manager)  
Dr Chris Ince (Chair)  
Jahan Latif (UNISON representative)\*  
Adwoa Darko (Student Representative)\*  
Alyx Lakewood\*  
Rychard Scrasefield (Assistant Director, Estates & Facilities)  
Jonathan Tanner\*  
Caroline Nield (Employee Relations Consultant)

**IN ATTENDANCE:**

Jerry Smith (Governance & Project Officer – Minutes)

\*- indicates a member unable to attend

**Minutes**

**HSS 16/17 3 A**

The minutes from the meeting that was held on 4 October 2017 were **approved** as a true record.

**Action Points**

**HSS 16/17 3 B**

The committee **noted** the following points in relation to action points:

**Matters Arising/Matters for Report**

**HSS 16/17 2 C**

There were no matter arising for report.

**Reports from the Health & Safety Manager**

**HSS 16/17 2 D**

The Committee **received** the report from the Health & Safety Manager.

**Reports from the Assistant Director of Estates**

**HSS 16/17 2 E**

The Committee **received** the Report from the Assistant Director of Estates.

**Occupational Health Services**

**HSS 16/17 2 F**

The Committee **noted** an update that the School's occupational health services had a change in personnel. Nonetheless, the contract was operating effectively.

**Fieldwork, Travel and Security Form**

The Committee **approved** the updated Fieldwork, Travel & Security Form from the Health & Safety Manager

**Action Points**

| <b>Item</b>                   | <b>Action</b>   | <b>When?</b> | <b>By?</b>  | <b>Progress</b>                     |
|-------------------------------|---|--------------|-------------|-------------------------------------|
| HSS 17/18 1 D –<br>H&S Report | Follow up on actions<br>outstanding from 16/17<br>safety plan | Feb 18       | RH /<br>RSF | Update to be provided<br>in meeting |
| HSS 17/18 1 F –<br>H&S Policy | Take to BoT for approval                                      | Feb 18       | CI          | Completed                           |
| HSS 17/18 1 F –<br>H&S Policy | Contact HoDs re<br>departmental safety contacts               | Feb 18       | CIs         | Update to be provided<br>in meeting |

## Health and Safety Manager's Report

Health, safety and Security Committee is asked **to receive** the report.

### **Executive Summary**

The report outlines the most recent updates on key areas of health and safety. No trends or poor practice were identified through analysis of incidents.

Changes have been made to the way overseas travel information (risk assessment, safety and security details) is collected. This is change of method only, the procedures involved in risk assessing overseas travel remain the same.

Lone worker policy has been reviewed with minor amendments made that do not impact procedure.

### **Recommendations**

- a. To consider the content of the report.

### **Financial Impact**

N/A

### **Risks**

N/A

### **Equality implications**

N/A

### **Consultation**

N/A

## **Fire**

Please see attached a list of reported fire alarm activations between the last committee meeting 7th March - 15<sup>th</sup> May, numbering 6 in total. This represents a decrease in the number previously reported (10).

The causes of the activations were as follows:

- Steam from a burst pipe on level D of the Library
- 2x unknown causes from SHSB which set off the alarms in the PWW
- Students burning tissue in a toilet in the main building
- Spurious activation of a call point in the main building
- Steam produced by a kettle being allowed to boil without its lid on

## **Accidents/incidents and First Aid**

Attached is a table documenting all accidents/incidents reported since the last meeting, numbering 3 in total. This represents a significant decrease when compared to the number reported at the last meeting (11)

Of the 3 accidents/incidents, one was due to a student fainting, one due to a student spraining her ankle while walking down some stairs (NB she did not fall nor was there any obvious defect with the stairs) And lastly a staff member slipped on a stair case in the main building and hurt her head and left leg (NB there was no obvious cause for this accident, there were no spillages on the stairs nor were they wet or in need of repair)

In summation, it is encouraging that the increase in accidents reported at the last meeting has not continued and that we are now reporting a number that is in the region of what we would normally expect. Although we have had two incidents involving injuries on stairs, there is nothing to indicate that these were a result of bad practice or building fabric defects. In both cases it would be fair to say that they were unavoidable.

## **General Health and Safety updates**

- This year's risk audits for each SOAS site are complete.
- On the back of those audits an improvement plan has been produced and corrective action is ongoing. Progress has been steady but somewhat hampered by the process of logging jobs on the helpdesk and them being incorrectly closed prior to completion.

- There has been a significant change in the way that overseas travel risk assessments/safety and security details can now be completed by the traveller. An online form has been devised and strenuously tested by RH and Faculty managers (in particular Jonathan Tanner). All of the information that had previously been collated by manually completing 3 forms can now be captured using an electronic form which takes approximately 10 minutes to complete and will be routed directly to department heads/line managers/supervisors for approval prior to travel. Links to this form are now included in the Overseas travel policy. The online form is something that was often requested by staff as something that would make the risk assessment process easier for those travelling. And despite various forms of promotion and the policy being very lucid in explaining that risk assessment is a prerequisite of being both permitted and insured to travel, some staff/students are not complying with our policy. We are hoping that this change will lead to an upturn in trips overseas being adequately assessed. Faculty managers have presented this to their respective departments already and the overriding response has been one of positivity.

In addition we have been made aware via David Cobb that in certain countries VPNs are illegal, so have added a guidance note on this to the communications section of our policy.

- As raised at the last meeting a safety audit of the SU was carried out and a summary of necessary improvements communicated to Peter Baran. Most of the actions have been completed with those that remain all due to be addressed during the proposed works in the SU this summer.
- Health and Safety training is scheduled for the new SABs in July, date to be confirmed.
- RH has started to collect data to support the production of the 2017/2018 H&S report
- Following on from the noise survey and risk assessment of the print room, manual handling training has now been arranged for the staff in that area.
- As mentioned at the last meeting, a review of our DSEAR risk assessment was undertaken and improvements communicated to Bouygues, Elior and John Hollingworth in the Brunei Gallery (Dangerous Substances and Explosive Atmospheres Regs). Elior and Bouygues have both addressed the issues regarding their storage of flammable chemicals and work with John Hollingworth ongoing.
- A review of our evacuation plans for each building has been undertaken by RH and Chris Smith from Estates. The only changes were to add further clarity to evacuations from lecture theatres.
- A new schedule of planned fire drills for the next year has been produced and these will commence in June.
- Our Lone worker policy has been reviewed with only minor wording changes needed.
- RH will carry out annual safety audits of teaching spaces across the campus in July.

- Since the last meeting 8 new fire wardens have been appointed in the library giving us far greater coverage in this area
- Online manual handling training across the IT/Library team is taking longer than expected, despite logins being given (many in 2017) and reminders sent, some members of staff have yet to complete their module.
- Monthly building checks concentrating on mainly common areas are ongoing. The number of instances where intervention is required being reasonably static month on month.

**DSE and work stations**

There have been 3 DSE assessments carried out since the last meeting, once again exactly the same figures as was reported for the last meeting. This figure seems to be around the average number that we would expect over a 3 month period. Office moves tend to lead to a spike in the number carried out and the intention going forward is for safety reps to encourage these to be carried out within departments on an annual basis.

**Summary of fire alarm activations**

| DATE     | TIME  | DETAILS  | FIRE BRIGADE CALLED | DRILL | NOTES                |
|----------|-------|--|---------------------|-------|----------------------|
| 01/03/18 | 16:12 | Steam from hot water pipe main building          | No                  | No    | Seen by H&S 15/05/18 |
| 15/03/18 | 12:00 | Issue in SHSB                                    | No                  | No    | Seen by H&S 15/05/18 |
| 16/03/18 | 11:47 | Students burning tissue in toilet, main building | No                  | No    | Seen by H&S 15/05/18 |
| 22/03/18 | 16:27 | Spurious activation of call point, main building | No                  | No    | Seen by H&S 15/05/18 |

|          |       |  |    |    |                      |
|----------|-------|--|----|----|----------------------|
| 31/03/18 | 14:45 | Kettle boiling without lid on led to steam triggering the alarm, main building | No | No | Seen by H&S 15/05/18 |
| 15/05/18 | 13:20 | Issue in SHSB  | No | No | 15/05/18             |

\*seen by H&S date is when report was seen by Russell Hunter, rather than when it was initially reported\*

**Summary of Accidents/Incidents**

| Incident Number | Date                      | Location   | Summary of Accident/Incident  | Date report seen by H&S |
|-----------------|---------------------------|--|---|-------------------------|
| 70              | 19 <sup>th</sup> March 18 | 116 main building                                  | Visitor fainted   | 20 <sup>th</sup> Mar 18 |
| 71              | 23 <sup>rd</sup> March 18 | External step, main building                       | Student walking on steps, felt pain, hospital confirmed that she has a sprained ankle | 26 <sup>th</sup> Mar 18 |
| 72              | 12 <sup>th</sup> April    | 4 <sup>th</sup> floor stair case, Philips building | Staff member fell on stairs and hurt leg and head.                                    | 16 <sup>th</sup> April  |

**Assistant Director of Estates Report**

Health, safety and Security Committee is asked **to receive** the report.

**Executive Summary**

Summary of priorities and next steps for the estates strategy.

**Recommendations**

As outlined in the report.

**Financial Impact**

None.

**Risks**

None.

**Equality implications**

n/a

## **Security services**

*The last term has seen a number of events which required additional resources on site.*

*The main topics which I will cover in my report:-*

- *Over view on security and self-delivery*
- *The security arrangement during the last term*
- *Continued incidents associated with*
- *Incident Log and trends*
- *General operational Health and safety and compliance*

## **Security overview and self-delivery**

*The Second term in contrast to the first term was very busy for the security team, SOAS had a number of significant events during this period, Graffiti in the main collage building, in the directorate corridor and the management of the UCU strike action over the course of 4 weeks.*

*For the most part the strike period was well observed by UCU members. The finally days however was meet with a hard picket of the collage building by student this caused considerable disruption to the safe access and security of the SOAS community to whom many wished to enter the building to study and work, Police were called on a number of occasion by non-members of the SOAS community. The police provided an at arm's length service supporting and providing good on the ground advise.*

*One of our key concerns was how to manage the safety of those members ready inside. The attempts of the minority of students to restrict access had an impact on those members of the student body attempting to pass the hard picket, causing a number of difficult and quite heated exchanges.*

*Our key concern on the day was to insure the building remained open despite the lack of access at times. This was achieved despite a number of attempts to set off the fire alarm deliberately (one attempt included setting on fire a hand towel dispenser) this was dealt with quickly, but added to the tension in and outside the college building.*

*Earlier in the strike period we had had significant cold weather which had an impact on the welfare of staff on the picket, including a period of snow and blizzards. Again the Security team maintained a good natured rapport with the picket lines and students and visitors.*

## **Security arrangements**

*As we head towards the transition period from a contracted security services to a self-delivered operation, we have been focusing on a number of key areas that need to be in place at transfer:*

- *Understand how there shift patens will be managed in line with the working time directive?*
- *How will we recruit/cover shifts that become vacant at short notice or through AL?*
- *Conformation of contracted hours*
- *The production of new SOAS security Guard JD's*

*These question and others are actively been assessed and solutions put forward to manage the, so that day one we can maintain continuity of services without impacting on the student experience.*

*Our key concern is to make sure that our team remains compliant as there are different rules that apply to self-delivering security services.*

*The continued development of the team and additional training opportunities will be investigated as we recognise that our team will require further more focused training*

### ***The future security arrangements***

*As stated in my last report we continue to provide additional security cover to the Student Union when required. We have a number of newly trained to site guards to assist in Door work and to cover AL etc...*

*We continue to assess each event request, especially when additional security cover may be required, this is on a case by case basis. We look to make sure that the same faces are used for event management this helps to build trust and reassurance. This has been a consideration in the last few months as we renew the teams channel training.*

*I would draw your attention to the Lift entrapments, we have seen an increase in incidents, which we are investigating.*

*The Management of the Mallet street gate has added to the teams duties in the last month*

### ***General security/operation information and general information***

- *The PWW south entrance door activation period has been changed, on request of UOL. The door now stays open longer to accommodate ease of access during normal operation periods.*
- *An occupation in UOL Senate house caused an additional security risk as it was felt this small group would in fact try and occupy the space in the PWW. Additional security was drafted in for a short period up to Easter to manage this risk along with support from UOL's team.*

### ***Mechanical and electrical services & compliance***

*Contract M and E services continue to deliver the required regulatory certification and compliance. A number of key activities have been carried out in the last few months.*

*Auditing site compliance is currently underway, this is an annual audit to check and confirm our regulatory status, and is based on key compliance activities carried out as part of Bouygues PPM schedule. In particular an audit on our Asbestos management plan which went well, with a number of recommendation made to the estates team, which are actively been followed up.*

### ***Fire evacuation observations and actions.***

*There have been a number of fire activations during the course of the last 6 months. We continue to review the reasons why we evacuate, they include vaping in enclosed buildings evacuations triggered by linked fire system in the Paul Webley wing and though call points*

*being activated, by person/s unknown, a number of activations in the main collage building including one in the library area caused by a ruptured HW supply which caused disruption to the second floor east study area.*

### **General operational Health and safety and compliance**

*A number of key observations have been made by the estates team during their regular site inspections. They noted that general housekeeping needed to be kept on top of. Areas to note:-*

- *The goods in area and bin stores needed to be kept clear (a build-up of waste).*
- *The mooted area had a number of items stored within it which restricted access to the fire exits. Estates team are working getting these items removed as soon as possible.*
- *Internally keeping on top of storage areas*
- *The SU spaces especially the fire routs had significant amounts of stored items which needed to be relocated, as this poses a significant fire hazard. This has been passed to the Russell to investigate further. Further audits of this and other highlighted space will be conducted of the course of the next few months.*

*We continue to work with the SOAS community to develop well managed spaces free from a build-up of waste and unwanted items*

### **Changes to services and the self-delivery of specialist services**

*I talked about the need to consider the impact of Self delivery in respects to Policies and procedures that would be effected by change. The key elements that are now under consideration are:-*

1. *Policy's that relate to contracted services will need to be repositioned with a self-delivered risk management perspective.*
2. *New policy's that relate the food handling and risk management will need to be adopted.*
3. *Internal governance of how the estates teams own policy will change to insure its compliance to SOAS policies.*

*As I set out in my last paper much of this responsibility will site within our self-delivered team. The examples of this are:-*

- *COSHH management*
- *Manual handling*
- *General health and safety awareness*
- *Food hygiene*
- *PPE and safe system of work*
- *Responsibility for compliance*
- *L8 water testing and treatment*
- *Basic but important administrative roles*
- *Insurance risk*

*These are just some of the risk factors. Clearly there is a need to provide refresher training for all the sites teams, this will establish a level of basic understanding of their responsibilities and of course advanced training for the new SOAS estates management team.*

*To help understand the types of training that needs to be considered see below, they all help refresh and develop staff skills but help manage our risk from the ground up.*

*The structure to support 130 plus staff will be vital, and the infrastructure to help maintain continuity of services during the initial period. The overall structure of the new services will become clear in the next few weeks.*

*The self-delivery project board will oversee the process of change, ensuring that at each stage the risk of running our own services is managed appropriately.*

*Further information will be provided on a presentation to committee members.*

**UCU Health & Safety Representative report**

Health, safety and Security Committee is asked **to note** the following Report and also **to discuss/clarify** point 3.

**Executive Summary**

Short paper with updates and query on behalf of UCU members

Submitted by Elizabeth Hull, UCU Health & Safety rep.

**Recommendations**

N/A

**Financial Impact**

N/A

**Risks**

N/A

**Equality implications**

N/A

**Consultation**

*Point 3 arises from queries raised at UCU branch meeting, 26 April 2018, and discussion with UCU executive.*

The main paper then starts on a new page and typically be no more than 4 pages long with any supporting documentation provided in labelled annexes.

1. UCU AGM

I have been re-elected as UCU Health and Safety representative in the recent UCU AGM so remain on the committee for the following year. I send apologies as unfortunately I am not able to attend this HSS meeting.

2. Work-related stress group

Caroline Nield, Russell Hunter and I met on Tuesday 8<sup>th</sup> May to discuss progress with the working group. I have suggested that the group consider HSE guidelines for tackling work-related stress, especially by clarifying what SOAS is already doing and if more needs to be done to meet legal duties with regards to managing risks of work-related stress. The guidelines can be found here: <http://www.hse.gov.uk/pubns/wbk01.htm>

3. Student picket, 16 March 2018

UCU members have raised concerns regarding the alleged violence that took place in relation to the student 'hard picket' during the UCU strike action on 16<sup>th</sup> March 2018. One student's knee was dislocated, and other violent incidents have been reported, several of which I understand are under investigation.

UCU notes the decision by the school not to close SOAS buildings, although it seems this could have prevented some of the violent events that took place.

Could the committee clarify a) why the decision was made not to close the school; b) whether there are procedures and regulations that govern a decision to close the school, and if so, what these are.