

# SCHOOL OF ORIENTAL AND AFRICAN STUDIES

## HEALTH AND SAFETY COMMITTEE

### MINUTES

Wednesday, 22 November 2006 at 10.00am  
In Room 116

**Present:** N H D Foster (Chair)  
H Alderton (Safety Officer)  
M Smith (Safety Officer)  
S Leitch (Nominated Member)  
G Guazzotti (Library Safety Officer)  
P Baran (Nominated Member)

**In Attendance:** R Poulson, Head of Estates  
S Nicoll (UNISON)  
Diana Ciuta, Secretary

**Apologies:** N Page (Nominated member)  
D Stipniecks (UCU)

### 1. MEMBERSHIP

The Chair welcomed Mrs Diana Ciuta, the new Health and Safety Committee secretary and reminded the Committee of its terms of reference.

### 2. MINUTES

The minutes of the meeting held on 10 May 2006 were approved.

### 3. MATTERS ARISING

#### *Foyer Area*

The Head of Estates advised that the report on the access audit had been delayed but will be received shortly.

#### *Toilets*

The Head of Estates expressed his concern regarding the cost of the toilets refurbishment.

#### *Maintenance*

The deputy Librarian reported an improvement in the completion of the jobs reported by the Library; however, there are still delays in resolving non-urgent maintenance tasks.

**AGREED:** That the issue surrounding the addressing of maintenance issues in the Library will be discussed further within the Estates and Services Department.

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

RECEIVED: The Health and Safety Policy document and The Fire Evacuation Procedure document.

It was noted that the Fire Warden training was very useful and that more staff should be encouraged to have the RSI and DSE assessment training.

#### **5. REPORT FROM THE HEAD OF ESTATES**

The Head of Estates reported that the Fire Risk Assessment has been updated this year and the School is now covered until September 2007.

It was noted that the asbestos survey has been renewed and the documentation will be received shortly.

The Head of Estates reported that the Fire Doors have been upgraded throughout the building and are regularly checked. It was mentioned that the security staff should be instructed to make sure that the fire doors are closed after fire alarms.

The Head of Estates reported that the contractor for lifts maintenance has been changed. The lifts have undergone a series of tests, which were successful; it was mentioned that the lifts in the Old Building need to be upgraded.

#### **6. REPORT FROM THE LIBRARY**

The Deputy Librarian reported that C floor is difficult to clear during fire drills and it was suggested that the number of the staff fire officers on that floor should be increased. It was also suggested that it would be very helpful if more people could be encouraged to become fire wardens.

#### **7. REPORT FROM THE STUDENTS' UNION GENERAL MANAGER**

The Students' Union general manager advised that it is necessary to improve members of staff's awareness and knowledge of health and safety procedures, in order to ensure adequate response to potential incidents during Registration.

#### **8. FIRE EVACUATION PROCEDURES**

The UNISON representative advised that a suitable level of security staff is required outside working hours and emphasized the importance in the training of security staff. The UNISON representative raised the issue of the evacuation of Library outside working hours, and noted that advice must be provided to disabled students concerning fire evacuation procedures.

The Health and Safety Officer suggested that the Diversity Advisor should get involved in dealing with the process of evacuating disabled students and that the

Heads of Departments have the responsibility to come forward and get the PEEPS done.

**AGREED:** That the issue regarding the procedures on fire alarm activation be discussed further and that the Fire Evacuation Procedure document be updated and circulated via email.

## **9. LIBRARY TOILETS**

The Library representative reported that there are recurring problems with the toilets in the Library.

**AGREED:** That the issue regarding the ongoing problem with the toilets in the Library will be discussed further and that the Committee be updated on the issue at its next meeting.

## **10. ANY OTHER BUSINESS**

Richard Poulson was designated acting asbestos manager; the issue will be discussed further with the Registrar.

## **11. DATE OF NEXT MEETING**

TBA