

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES**

**HEALTH AND SAFETY COMMITTEE**

**MINUTES**

Wednesday, 27 February 2008 at 9.00am

Room 116

Present: S Page (Chair)  
H Alderton (Safety Officer)  
R Poulson (Head of Estates)  
P Baran (Nominated Member)  
G Hinds (Library Representative)  
S Sanyal (HR Representative)  
D Stipnieks (UCU Representative)  
A Puhmann (SU Representative)  
S Leitch

In Attendance: D Ciuta

Apologies C Yang (Brunei Gallery Representative)  
N Page (Vernon Square Representative)  
A Malone (Faber Building Representative)

**10. MINUTES**

The minutes of the meeting held on the 28<sup>th</sup> of November 2007 were approved.

**11. MATTERS ARISING**

None

**12. REPORT FROM THE HEALTH AND SAFETY OFFICER**

**RECEIVED:** Main report, Incident report, List of appointed DSS, Policy for children and young persons on SOAS premises.

The Health and Safety Officer reported that the Safety Group did not meet this term. Members of the Group were asked to raise any issues via email.

The Health and Safety Officer reported that fire drills had taken place in December 2007 at all sites except College Building.

**APPROVED:** Policy for children and young persons on SOAS premises

The Health and Safety Officer reported that the Overseas Travel Policy is being drafted and would be submitted for approval.

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

Brunei Gallery: The Head of Estates reported that audio ability tests would be carried out by the security officers and site sheets would be produced and checked periodically.

The Head of Estates reported that the Fire alarm system would be renewed in the summer and a strategy would be set up in order to come to a methodology to maintain the normal use of the building.

Vernon Square: Although the contractor hadn't confirmed the final arrangements, it had been confirmed that the fire escapes would be maintained and accessible in case of emergency.

The Head of Estates reported that demolition works would start after Easter and alternative arrangements would be in place to insure that the exams would not be affected. The buildings are estimated to be ready for occupation in September 2009.

#### College Building, 4<sup>th</sup> floor refurbishment

The Head of Estates reported that the contractors had been instructed to use the rear staircase for access in order to minimise interruptions.

The Head of Estates reported that a temporary compound would be set up in the green area outside SOAS.

The Head of Estates reported that the demolition works would start in the week beginning with the 3<sup>rd</sup> of March. The refurbishment works would be finalised at the end of July 2008.

Student Union Staircase – The Head of Estates reported that the works had started.

**AGREED**: The draft of the Asbestos Policy will be circulated to the members of the committee for approval.

### **14. REPORTS FROM THE STAFF/STUDENT REPRESENTATIVES**

Library - nothing to report

Vernon Square – no representative present

Main College Building – nothing to report

Faber Building – no representative present

**RECEIVED**: Health and Safety Report, Faber Building summary

Brunei Gallery – no representative present

Report from the Student representative – nothing to report

Report from the UCU representative

The UCU representative expressed her concern regarding the light switches in the ladies lavatory on the ground floor; the light goes off very quickly leaving the users feeling unsafe.

**APPROVED:** The Head of Estates to find a solution to change the timer so that the lights can be left on for longer.

The UCU representative reported the ongoing problem with the lighting level in room G1.

APPROVED: The Head of Estates to set up a strategy to address the problem.

#### **14. ANY OTHER BUSINESS**

Nothing to report

#### **15. DATE OF NEXT MEETING**

The date of the next meeting of the Committee would be Wednesday 28 May 2008.