

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

HEALTH AND SAFETY COMMITTEE

MINUTES

Wednesday, 21 February 2007 at 10.00am

In room 116

Present: N Page (Chair)
S Page (Registrar)
S Leitch (Nominated Member)
M Smith (Safety Officer)
G Guazzotti (Library Safety Officer)
P Baran (Nominated Member)
R Poulson (Head of Estates)

In Attendance: D Ciuta (Secretary)

Apologies: H Alderton (Safety Officer)
D Stipniecks (UCU)
N Foster (Nominated Member)

12. MINUTES

The minutes of the meeting held on 22 November 2006 were approved.

13. MATTERS ARISING

Foyer Area

The Head of Estates advised that the report on the access audit had been received.

Library toilets

The Head of Estates reported that extensive remedial works had taken place during Christmas which resolved the problems reported in the previous Health and Safety committee meeting.

14. REPORT FROM SAFETY OFFICER

RECEIVED: The Policy for Emergency Egress for Disabled People document, the Emergency Egress for Disabled People Questionnaire and Consent, the Fire Evacuation Procedure document and the updated SOAS Safety Policy and Manual.

The Safety Officer reported that the Health and Safety policy had been approved by the School's Governing Body and would be distributed to all staff.

It was suggested that the Health and Safety policy document should also be supplied to new staff, and should be a part of the induction programme.

The Health and Safety Officer reported that departmental safety supervisors had been nominated.

The Health and Safety Officer reported that positive feedback had been received from staff and students with regards to the Emergency Egress plan which would be put on the web.

The Head of Estates suggested that the Emergency Egress form should include Fire Alarms as well.

15. REPORT FROM THE HEAD OF ESTATES

The Head of Estates reported that the fire risk assessments had been completed with the mention that the Fire Brigade would be visiting Vernon Square Campus on the 9th of March for an assessment.

The Head of Estates reported that the documentation for the asbestos survey had not been received yet.

AGREED: That the Committee would be updated on the issue at its next meeting.

The Head of Estates reported that the fire doors had been upgraded in all buildings. It was mentioned that the manufacturer would work to improve the access for disabled students.

The Students' Union General Manager suggested that the security staff should be instructed to make sure that the fire doors were kept closed during opening hours.

The Head of Estates reported that the lifts passed the safety test. More remedial works would be done in the next financial year, subject to funding becoming available. Sources of funding would be sought for the upgrade of the BG fire alarm system.

16. REPORT FROM THE LIBRARY

The Deputy Librarian reported that the safety supervisors had been nominated and were currently in the process of being trained.

The Student's Union General Manager commented on the good collaboration between the Library and the Student Union with regards to Health and Safety issues.

The Deputy Librarian reported that the thefts in the Library had decreased considerably lately.

17. REPORT FROM THE STUDENTS' UNION GENERAL MANAGER

The Students' Union General Manager signalled an increase in the number of reports regarding mice in the Student Union Bar.

AGREED: That the issues surrounding the mice problem in the Student Union Bar would be discussed further within the Estates and Services Department.

18. ANY OTHER BUSINESS

The Health and Safety officer reported that talks had started for a procedure to be put in place regarding the health and safety of staff and students working away from the main sites.

19. DATE OF NEXT MEETING

The date of the next meeting of the Committee would be Wednesday, the 9th of May 2007 at 10.00am.