

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

HEALTH AND SAFETY COMMITTEE

MINUTES

Wednesday, 28 November 2007 at 9.00am

Room 116

Present: S Page (Registrar)
H Alderton (Safety Officer)
R Poulson (Head of Estates)
P Baran (Nominated Member)
G Hinds (Library Representative)
D Mitchell (HR representative)
D Stipnieks (UCU Representative)
A Puhlmann (SU representative)
S Sanyal (Observer)

In Attendance: D Ciuta

Apologies: S Leitch (Chair)
C Yang (Brunei Gallery representative)
N Page (Vernon Square representative)
A Malone (Faber Building Representative)

1. MINUTES

The minutes of the meeting held on the 9th of May 2007 were approved.

2. MEMBERSHIP AND TERMS OF REFERENCE

The Chair reminded the Committee of its terms of reference.

3. MATTERS ARISING

None

4. REPORT FROM THE HEALTH AND SAFETY OFFICER

RECEIVED: Main report, DSE policy, Incident report, Fire alarm report

The Health and safety Officer reported that 11 out of 12 Departmental Safety Supervisors (DSS) had been appointed with the mention that there are still no volunteers from the IT department.

The Health and Safety Officer reported that a half day introductory training course would be arranged for DSSs by the end of January 2008.

The Health and Safety Officer reported that the first meeting of the Safety Group took place on the 20th of November 2007.

The Registrar suggested that an all staff email should be send in order to encourage more people to engage with DSSs and attend the group.

The Health and Safety Officer reported that DSSs had been asked to select fire attendants to guarantee coverage of all areas.

The Health and Safety Officer reported that fire drills would be organised for all sites except the College Building, until the end of the year.

The Health and Safety Officer reported that an on line e-learning package on display screen equipment training for staff had been purchased and would be lunched next year.

The Health and Safety Officer reported that the order for the automatic defibrillators had been placed and training would be organised once the equipment had arrived.

APPROVED: The draft of the policy for the use of Display Screen Equipment

5. REPORT FROM THE HEAD OF ESTATES

RECEIVED: Asbestos Policy and Asbestos management Plan (draft), Asbestos notification form, Minor works authorisation form, Legionella Policy and Legionella Management Plan (draft)

The Head of Estates reported that the works at 21-22 Russell Square and the Wolfson archive had been completed and comply with the building regulations.

The Head of Estates reported that the Asbestos Policy had been approved.

The Head of Estates reported that the fire alarms at Brunei Gallery would be updated during the summer.

The Head of Estates reported that the re-development at Vernon Square would start in the new year. An all staff email would be circulated with regards to the impact on the parking.

6. REPORTS FROM THE STAFF/STUDENT REPRESENTATIVES

Library

The Library representative reported that the child/young persons access form had been updated to incorporate and align Library procedure with the School procedure.

The Library representative reported that new fire wardens had been identified.

Vernon Square

The Vernon Square representative reported that the issue regarding the heating and lifts had been addressed.

Main College Building

RECEIVED: Written Main Building Report for Health and Safety Committee

The Main College Building representative recommended that more panic buttons should be supplied for the front line staff and students.

The Main College Building representative reported mice sightings in G1 and Carriers Office.

The Chair suggested an annual clean up day in order to minimise rat and mice infestation.

Faber Building - no representative present

Brunei Galley – no representative present

Report from the Student Representative

The Student representative expressed her concerns regarding the congestion in the foyer area which makes time management difficult.

AGREED: The Head of Estates to arrange a meeting with designers and look for interim design improvements.

Report from the Union Safety Representative

The UCU representative reported that there had been a series of accidents caused by the revolving doors in the College Building.

The UCU representative reported that there are still ongoing problems with the lighting levels in room G1.

AGREED: The Head of Estates to set up a strategy to address the problem with the lighting levels in G1

7. ASBESTOS AND MANAGEMENT PLAN

The Health and Safety officer reported that the format of the asbestos plan needs to be developed.

The UCU representative reported that the emergency procedure on page 3 needs to be clarified; people should be made aware of what their responsibilities are when working in an asbestos environment.

AGREED: The Head of Estates to look into developing the format of the Asbestos and Management plan.

The Registrar recommended that the comments regarding the Asbestos and Management Plan should be sent to the Head of Estates until the end of term. The same process should apply for the Legionella Policy.

8. ANY OTHER BUSINESS

None

9. DATE OF NEXT MEETING

The date of the next meeting of the Committee would be Wednesday 27 February 2008.