

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

HEALTH AND SAFETY COMMITTEE

MINUTES

Wednesday, 28 May 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)
A Puhlmann (SU Representative)
A Malone (Faber Building Representative)

In Attendance: D Ciuta

Apologies C Yang (Brunei Gallery Representative)
N Page (Vernon Square Representative)
S Sanyal (HR Representative)
D Stipnieks (UCU Representative)

16. MINUTES

The minutes of the meeting held on the 27th of February 2008 were **approved**.

17. MATTERS ARISING

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

18. REPORT FROM THE HEALTH AND SAFETY OFFICER

RECEIVED: Main report, Incident report, List of appointed DSS, Information update, Fire report, Fire risk assessment update.

Fire wardens – The Health and Safety Officer reported that the next round of training had been arranged.

False alarm – The Health and Safety Officer reported that the number of fire alarms decreased considerably.

Incidents: No major incidents had been reported.

Fire risk assessment – The Health and Safety Officer reported that the Fire Risk Assessment had been completed and reports had been issued.

19. REPORT FROM THE HEAD OF ESTATES

Vernon Square: The Head of Estates reported that the contractor hadn't confirmed the final arrangements. It had been agreed that the fire escapes would be maintained and accessible in case of emergency.

Student Union Staircase – The Head of Estates reported that the staircase had been installed

20. REPORTS FROM THE STAFF/STUDENT REPRESENTATIVES

Library - nothing to report

Vernon Square – no representative present

Main College Building reported that there are concerns with regards to the congestion in the foyer area.

Approved: Meeting to be arranged to discuss the issue.

Faber Building – The Faber Building Representative reported two intruder incidents.

Approved: To look into a solution to increase security cover in the Faber Building.

Brunei Gallery – no representative present

Report from the Student representative – nothing to report

Report from the UCU representative – no representative present

21. ASBESTOS MANAGEMENT PLAN

The Asbestos Management Plan had been updated and would be distributed to the members of the committee

22. ANY OTHER BUSINESS

Nothing to report

23. DATE OF NEXT MEETING

The date of the next meeting of the Committee would be 26 November 2008.