

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

HEALTH AND SAFETY COMMITTEE

MINUTES

Wednesday, 26 November 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)
B Sellers (SU Representative)
A Malone (Faber Building Representative)
K Sparrow (UNISON Representative)
C Byrne (Interim HR Representative)

In Attendance: D Ciuta

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

1. MINUTES

The minutes of the meeting held on the 28th of May 2008 were **approved**.

2. MEMBERSHIP AND TERMS OF REFERENCE

The Chair reminded the Committee of its terms of reference.

3. MATTERS ARISING

The Health and Safety Officer reported that the Overseas Travel Policy would be submitted for approval by the next Health and Safety Committee Meeting.

The Head of Estates reported that the Asbestos Management Policy had been finalised and would be circulated to the Committee members.

4. REPORT FROM THE HEALTH AND SAFETY OFFICER

RECEIVED: Safety Policy and Manual, Incident report, Information update and Fire report.

Departmental Safety Supervisors (DSS) – The Health and Safety Officer reported that two posts remain vacant as there are no volunteers from the Departments of IT and Law and Social Services.

AGREED: Letter to be sent out to the Dean of the Faculty of Law and Social Sciences and the manager of the IT Department to ask them to nominate representatives for the Safety Group.

Safety Group – The Safety Group met on the 14th of November 2008.

Fire wardens – Two way radios had been purchased and put in place as requested by the Fire Wardens.

Incidents: No major incidents had been reported.

Health and Safety Policy – The Health and Safety Policy is due for review.

APPROVED: Comments to be emailed to the Health and Safety Officer by the end of term.

5. REPORT FROM THE HEAD OF ESTATES

Brunei Gallery – The Head of Estates reported that the Brunei Gallery projects went off without incidents.

Asbestos Management Plan – The Head of Estates reported that a long term maintenance programme would commence in order to remove the remaining asbestos. The remedial works would take place out of the normal working hours in order to produce as little disruption as possible.

AGREED: Members of the committee to be kept informed regarding any development

6. REPORTS FROM THE STAFF/STUDENT REPRESENTATIVES

Library - nothing to report

Vernon Square – no representative present

Main College Building – The Main College Representative suggested that people should be reminded of the Health and Safety obligations and duties and encouraged to report back any incidents

Faber Building – The Faber Building Representative expressed his concern regarding the front desk cover.

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

The Faber Building representative reported the concern of staff and students regarding the general state on the fabric and decorative appearance of the building.

The Head of Estates reported that Common areas are currently being surveyed and refurbishment works would commence within the next financial year.

Brunei Gallery – no representative present

Report from the Student representative – nothing to report

Report from the UCU representative – no representative present

Report from the UNISON representative - The Unison Representative reported that a few incidents had taken place and suggested that a survey should be done in order to make sure that Security staff have proper training and are able to deal with conflict situations.

The Health and Safety Officer proposed that reports of such incidents should be send to her in order to develop a record and a pattern and be dealt with accordingly.

7. ASBESTOS MANAGEMENT PLAN

The Asbestos Management Plan had been updated and 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 the 4th of March 2009.