

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES**

**HEALTH AND SAFETY COMMITTEE**

**MINUTES**

Wednesday, 4 March 2009 at 9.00am

Room 116

Present: S Page (Chair)  
H Alderton (Safety Officer)  
M Smith (Safety Officer)  
R Poulson (Head of Estates)  
P Baran (Nominated Member)  
G Hinds (Library Representative)  
A Malone (Faber Building Representative)  
K Sparrow (UNISON Representative)  
S Sanyal (HR Representative)  
D Stipnieks (UCU Representative)

In Attendance: D Ciuta

Apologies B Sellers (SU Representative)  
C Yang (Brunei Gallery Representative)  
N Page (Vernon Square Representative)

**10. MINUTES**

The minutes of the meeting held on the 26<sup>th</sup> of November 2009 were **approved**.

**11. MATTERS ARISING**

None

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

**RECEIVED:** Incident report, Information update and Fire report.

Departmental Safety Supervisors (DSS): Three more people had come forward following the email sent out by the Chair.

Safety Group: The Group had met on the 17<sup>th</sup> of February 2009.

Fire wardens: A meeting had been held with the Fire Wardens to go over the procedure for the use of the two ways radios.

Incidents: No major incidents had been reported.

Overseas Travel Policy: The policies were sent out to the Safety Group but little feed back had been received.

**APPROVED:** Chair to send out a letter asking for further input in order for the Policy to be submitted for approval

Health and Safety Policy: The chair reported that the Policy had been taken to the Executive Board. A similar paper would go to the Government Body.

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

Brunei Gallery – The Head of Estates reported that the refurbishment works in the Main Building and Vernon Square are proceeding as planned.

The Head of Estates reported that a type 3 asbestos survey would be undertaken prior to the construction and refurbishment works planned for the summer of 2009.

The Head of Estates reported that lift works would be undertaken following the quarterly lift service survey.

Asbestos Removal Works – As part of the Long Term Maintenance Programme some asbestos removal works had taken place. During the course of these works the contractor had discovered an additional incidence of the presence of suspected asbestos containing materials. However ulterior air testing had been conducted and provided an all clear result.

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

Library - nothing to report

Vernon Square – no representative present

Main College Building – The Main College Representative reported ongoing pest problems in G1 and Senior Common Room.

Faber Building – The Faber Building Representative expressed his concern regarding security cover at 23 – 24 Russell Square.

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

Brunei Gallery – no representative present

Report from the Student representative – no representative present

Report from the UCU representative – The Chair ruled that the paper presented by the UCU representative was without the remit of the Committee and could not be further discussed at the Health and Safety Committee. The UCU representative asked for

clarification of the outsourced security contractors role in liaising with the statutory authorities while on SOAS property.

Report from the UNISON representative - nothing to report

**15. ANY OTHER BUSINESS**

Nothing to report

**16. DATE OF NEXT MEETING**

The date of the next meeting of the Committee would be the 27<sup>th</sup> of May 2009.