

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES**

**HEALTH AND SAFETY COMMITTEE**

**MINUTES**

Wednesday, 27 May 2009 at 9.00am

Room 116

Present: Alan Smith (Chair)  
M Smith (Safety Officer)  
R Poulson (Head of Estates)  
P Baran (Nominated Member)  
D Stipnieks (UCU Representative)

In Attendance: D Ciuta

Apologies H Alderton (Safety Officer)  
G Hinds (Library Representative)  
A Malone (Faber Building Representative)  
S Sanyal (HR Representative)

**17 APOLOGIES**

Apologies were received from Heidi Alderton, Gloria Hinds, A Malone and S Sanyal.

**MINUTES**

The minutes of the meeting held on the 4<sup>th</sup> of March 2009 were **approved** subject to the following amendment: the last paragraph of the UCU representative's report should read 'The UCU representative asked for clarification of the outsourced security contractors role in liaising with the statutory authorities while on SOAS property and joined Union consultation on security issue'.

**11. MATTERS ARISING**

The Chair asked for clarifications regarding the DSS. The Health and Safety officer reported that the situation hadn't changed as posts remain vacant.

**Approved:** The Health and Safety officer to send a general SOAS announcement to remind staff about the updated version of the Health and Safety policy.

Following the previous Health and Safety meeting the Head of Estates and Facilities clarified the outsourced security contractors' role in liaising with the statutory authorities while on SOAS property.

Comments had been raised by the Committee regarding the amount of vehicles using the Jubilee Walkway and the speed with which traffic enters the precinct from Russell Square

**Approved:** The Head of Estates and Facilities to liaise with University of London for clarification.

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

**RECEIVED:** Incident Report and Fire Report

The Health and Safety Officer reported that in some cases, incidents had not been properly recorded.

**Approved:** The Health and Safety Officer to liaise with the Head of Estates if such instances keep occurring in the future.

Incidents: No major incidents had been reported.

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

The Head of Estates reported that 3 potential major refurbishment programmes would be undertaken subject to approval:

1. The Philips Building toilets long term maintenance which would start during the summer and continue through to December.
2. The SURE Programme ( Student Union, Lower Ground Floor, Ground Floor and Research Centre) which would start in the summer to be completed spring 2010.
3. The Vernon Square Refurbishment - subject to internal consideration.

Approved: The Head of Estates to liaise with the Health and Safety Officer to discuss eventual issues regarding fire risk assessment.

The Head of Estates and Facilities reported that extra security would be provided in the Faber Building during the next financial year.

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

Library – no representative present

Vernon Square – no representative present

Main College Building – nothing to report

Faber Building – no representative present

Brunei Gallery – no representative present

Report from the Student representative – no representative present

Report from the UCU representative

**Approved:** UCU Representative to liaise with the Health and Safety Officer about carrying out an assessment process regarding students driving vans on behalf of the School.

Industrial action – 28/08/2009 - The Chair assured the UCU representative that an adequate level of Security would be provided

Report from the UNISON representative - no representative present

## **15. ANY OTHER BUSINESS**

Nothing to report

## **16. DATE OF NEXT MEETING**

The date of the next meeting of the Committee would be the 8<sup>th</sup> of November 2009.