

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES  
HEALTH AND SAFETY COMMITTEE**

Wednesday, 18 November 2009 at 9.00am in room 106

**I. MEMBERSHIP, TERMS OF REFERENCE AND CONDUCT OF MEETINGS**

**II. APOLOGIES**

**III. MINUTES**

To approve the minutes of the meeting held on 27 May 2009

**IV. MATTERS ARISING**

**V. COMMITTEE REVIEW**

To receive a paper form the Secretariat Manager and Deputy Secretary [Appendix A]

**VI. REPORT FROM THE SAFETY OFFICER**

- (i) To receive written/oral report from the Safety Officer
- (ii) Summary of fire alarms/drills
- (iii) Summary of incidents
- (iv) Summary of formal inspections

**VII. REPORT FROM THE HEAD OF ESTATES**

**VIII. REPORTS FROM THE STAFF/STUDENT REPRESENTATIVES**

- (i) To receive oral or written reports from the staff representatives

The Library  
Vernon Square  
Main College Buildings  
Faber Building  
Brunei Gallery

- (ii) To receive an oral or written report from the Student Representative
- (iii) To receive oral or written reports from Union Safety Representatives:

UCU

UNISON

- (iv) To discuss matters raised by Union Safety Representatives

**VIII. ANY OTHER BUSINESS**

**IX. DATE OF NEXT MEETING**

These minutes are for information only. Any corrections to the minutes will be recorded in the minutes of the subsequent meeting of the committee.

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES  
HEALTH AND SAFETY COMMITTEE**

**MINUTES**

Wednesday, 18 November 2009 at 9.00am

Room 116

Present: S Neocosmos (Chair)  
M Smith (Safety Officer)  
R Poulson (Director of Estates)  
P Baran (Main Building Representative)  
D Stipnieks (UCU Representative)  
G Hinds (Library Representative)  
A Malone (Faber Building Representative)

In Attendance: D Ciuta

Apologies H Alderton (Safety Officer)  
C Branfoot ( Brunei Gallery Representative)

**1. MEMBERSHIP, CONDUCT OF MEETINGS AND TERMS OF REFERENCE**

The Chair reminded the Committee of its Terms of Reference.

**2. APOLOGIES**

Apologies were received from Heidi Alderton and C Brainfoot.

**3. MINUTES**

The minutes of the meeting held on the 27<sup>th</sup> of May 2009 were **approved**.

**4. MATTERS ARISING**

The Faber Building representative expressed concerns regarding the ongoing problem with the volume of traffic in Thornhaugh Street.

**APPROVED:** The Director of Estates to write to the University of London and formally express the School's concern.

The Chair expressed her disappointment regarding the low attendance at the last meeting.

## **5. COMMITTEE REVIEW**

The Committee received a report on the Committee Review process. Those members present had a brief preliminary discussion, following which all members of the Committee were invited to send comments to the Secretary of the Health and Safety Committee.

The following points were noted during the meeting:

The College Building Representative stated that although the purpose of the Committee is clear, it is not entirely fulfilled due to poor attendance and lack of commitment to the importance of the Committee. A change of timing had been suggested.

The College Building Representative proposed that environmental issues should be included in the remit of the Committee and that forthcoming major refurbishment works should be reported in advance to make sure that staff and students are aware of the eventual disruptions.

The UCU representative expressed concerns regarding access to 21-22 Russell Square and the lack of lifts which affects people with disabilities. The Director of Estates reported that the listing of the building prevents the installation of the lifts.

The Health and Safety representative suggested that security issues should be included in the discussions.

The Health and Safety representative noted that the Committee had improved and became more effective in the last 18 months.

The College Building representative suggested that moving the meetings around would allow the members to see other parts of the campus.

## **6. REPORT FROM THE SAFETY OFFICER**

The Health and Safety representative reported that morning surgeries had been taking place in the Senior Common Room; low-attendance remained a problem.

The Health and Safety representative reported that a Safety Group had been set up to deal with day to day issues, although this too had suffered poor attendance. Clearer communication appeared to be needed.

**APPROVED:** The Chair to include issues of concern to the Health and Safety Committee in the School's Newsletter in order to raise the profile of the Committee and Health and Safety matters in general.

In response to a question from the UCU representative, it was stated that First Aiders should have a clear understanding of their roles and responsibilities.

**APPROVED:** Safety Group Meeting to be scheduled regularly and the members encouraged to attend.

**APPROVED:** The Director of Estates to supply a response to the points on the Library Transformation Project and the use of lifts in Emergency situations in the Health and Safety Report for the next meeting taking place on the 10<sup>th</sup> of March 2010.

Fire alarms: The College Building Representative reported an instance when the alarm had been silenced by maintenance staff without reporting the incident to the fire wardens. The Director of Estates reported that all contract staff had taken refresher's training courses to stop that from happening again.

Incidents: No serious incidents reported.

## **7. REPORT FROM THE DIRECTOR OF ESTATES**

The College Representative inquired regarding the time scale of the refurbishment of the Gym Area.

**APPROVED:** The Director of Estates to include in the School's Newsletter a report regarding the progress of the refurbishment of the Gym Area.

## **8. REPORTS FROM THE STAFF/STUDENT REPRESENTATIVE**

Library: Nothing to report

Vernon Square: No representative present

Main Building: The Main Building representative reported the ongoing problem with fumes on the 4<sup>th</sup> floor.

The Director of Estates reported that remedial works had been taking place in order to resolve the issue with the leaks on the 4<sup>th</sup> floor roof.

The Main Building Representative reported that security in the Bar had improved and no incidents of significant concern.

Faber Building: The Faber Building Representative reported the ongoing problem with the disturbance caused by buses parked in front of the building.

The Director of Estates reported that buses would be monitored and irregular parking reported.

Brunei Gallery: No representative present

Report from the Student Representative: No representative present

Report from the UCU representative :

The UCU representative reported that there had been reports regarding a smell of gas on the 3<sup>rd</sup> and 5<sup>th</sup> floor in the College Building.

The Director of the Estates assured the Committee that the smells were actually caused by works to do with the boiler house.

Report from the UNISON representative: no representative present

#### **9. ANY OTHER BUSINESS**

Nothing to report.

#### **10. DATE OF THE NEXT MEETING**

The date of the next meeting of the Committee would be the 10<sup>th</sup> of March 2010.