

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

HEALTH AND SAFETY COMMITTEE

Wednesday 10 March 2010 at 9.00am in room 116

AGENDA

I. APOLOGIES

II. MINUTES

To approve the minutes of the meeting held on the 18th of November 2009

III. MATTERS ARISING

IV. REPORT FROM THE SAFETY OFFICER

1. To receive written/oral report from the Safety Officer
2. Summary of fire alarms/drills
3. Summary of incidents
4. Summary of formal inspections

V. REPORT FROM THE DIRECTOR OF ESSTATES AND FACILITIES

VI. REPORTS FROM THE STAF/STUDENTS REPRESENTATIVES

1. To receive oral or written reports from staff representatives

The Library
Vernon Square
Main College Building
Faber Building (Attached)
Brunei Gallery

2. To receive an oral or written report from Student Representative
3. To receive oral or written report from Union Safety Representatives

UCU
UNISON

4. To discuss matters raised by Union Safety Representatives

VII. ANY OTHER BUSINESS

VIII. DATE OF THE NEXT MEERING

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

SCOOLOF ORIENTAL AND AFRICAN STUDIES
HEALTH AND SAFETY COMMITTEE

MINUTES

Wednesday, 10 March 2010 at 9.00am

Room 116

Present:	S Neocosmos (Chair) H Alderton (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) S Sanyal (HR Representative) Jahan Latif (UNISON Representative) K Sparrow
In Attendance	D Ciuta
Apologies	C Branfoot (Brunei Gallery Representative]

1. APOLOGIES

Apologies were received from C Brainfoot.

2. MINUTES

The minutes of the meeting held on the 18th of November 2010 were approved.

3. MATTERS ARISING

Nothing to report

4. REPORT FROM THE SAFETY OFFICER

The Health and Safety Representative reported that the Safety Group had not met this term due to problems regarding room booking.

The Health and Safety Representative reported the lack of Fire Warden cover, in particular Vernon Square and 21/22 Russell Square.

Fire Alarms: No incidents of significant concern reported

Incidents: No serious incidents reported

The Guidance for New and Expectant Mothers Risk Assessment Form had been handed in to the committee members for information.

The Health and Safety Representative raised the question of the Library lifts being upgraded to a fire emergency standard.

Director of Estates reported that the Lifts could not be upgraded but a strategy would be put in place before the next meeting.

5. REPORT FROM THE DIRECTOR OF ESTATES

The Director of Estates reported that the second phase of the SURE project would start on April 26. The project will involve the refurbishment and extension of the Students' Union.

The Director of Estates reported that the Library project would start on the 16th of June 2010.

6. REPORTS FROM THE STAFF/STUDENTS REPRESENTATIVES

Library: Nothing to report

Vernon Square: No representative present

Main College Building: Nothing to report

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

Brunei Gallery: No representative present

Report from the Student Representative: No representative present

Report from the UCU representative: Nothing to report

Report from the UNISON representative: Nothing to report

7. ANY OTHER BUSINESS

Nothing to report

8. DATE OF THE NEXT MEETING

The date for the next meeting of the Committee would be the 2nd of June 2010.