

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

Wednesday 2 June 2010 at 9.00am in room 106

I. APOLOGIES

II. MINUTES

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

III. MATTERS ARISING

IV. 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

V. REPORT FROM THE HEAD OF ESTATES

VI. 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

VII. ANY OTHER BUSINESS

VIII. 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, 2 June 2010 at 9.00am

Room 116

Present: D Beaton (Chair)
H Alderton (Safety Officer)
R Poulson (Director of Estates and Facilities)
P Baran (Main Building Representative)
G Hinds (Library Representative)
A Malone (Faber Building Representative)

1. APOLOGIES

No apologies were received.

2. MINUTES

The minutes of the meeting held on the 10 March 2010 were approved.

3. MATTERS ARISING

There were no matters arising

4. COMMITTEE REVIEW

The Committee received a report on the recent Committee review. The contents of the report were agreed. It was noted that Committees should concentrate on strategic issues and that a key challenge would be to enable the Committee to work towards this aim. Future initiatives would include an annual report structure which allowed some statistical and trend analysis.

It was noted that a key aim of the Committee was to promote a strong Health and Safety Culture within the institution

5. REPORT FROM THE SAFETY OFFICER

The Health and Safety Representative reported that the Safety Group had met regularly with no significant incidents reported.

The Health and Safety Representative reported that the continuing lack of Fire Warden cover was a matter of great concern. It was noted that these were voluntary positions which did not attract a honorarium. A suggestion that members of staff were

consulted on whether acting as a fire warden could be introduced as a contractual responsibility was discussed.

Fire Alarms: No incidents of significant concern reported.

Incidents: No serious accidents were reported. An incident of alleged violence to a member of staff was reported and it was noted that this was being dealt with via the appropriate disciplinary process.

Health and Safety Pledge: The Committee agreed to recommend the Health and Safety Pledge (attached) for adoption by SOAS.

Library Fire Doors and Fire Evacuation Procedures: The Committee received a report on fire evacuation procedures from the Library. It was agreed that Director of Information Services and Learning Support and the Director of Estates and Facilities would liaise over fire evacuation procedures within the Library.

6. REPORT FROM THE DIRECTOR OF ESTATES

The Director of Estates and Facilities reported the following matters

Lifts: A request for the use of the Lifts during emergency evacuations had been considered and it was apparent that this is contingent upon the robustness of the Fire Strategy and the level of management capability. These matters need further consideration and in the interim the Director of Estates and Facilities has obtained a cost for reviewing the Fire Strategies.

Fire Risk Assessments: It was confirmed that the Fire Risk Assessments have been submitted and the necessary remedial works had been undertaken. Most works were complete and any remaining items had been commissioned.

Toilet Refurbishment: It was noted that the construction works have been completed in line with the revised programme.

SURE Phase II : It was reported that the construction works had started.

Library Transformation Project: It was reported that the Enabling Works have been completed and construction works for Phase I have been started.

7. 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. It was confirmed that Estates and Facilities continued to monitor this situation and report incidences to the bus operator.

It was noted that there had been a number of maintenance issues with the lift.

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: No representative present

8. ANY OTHER BUSINESS

Nothing to report

9. DATE OF THE NEXT MEETING

The dates for the forthcoming meetings of the Committee would be

Wednesday 17 November 2010

Wednesday 9 March 2011

Wednesday 1 June 2011

THE HEALTH AND SAFETY PLEDGE

The HSE is encouraging the School, and all other employers, to sign up to their Pledge, namely:

- Agree to play our part in reducing the numbers of work-related deaths, injuries and ill health in Great Britain.
- Call on employers to put health and safety at the heart of what they do and to take a common sense approach to health and safety.
- Commit to debunking myths around health and safety that trivialise the impact of injuries, ill health and deaths on individuals and their families.
- Recognise the importance of health and safety in difficult economic times and the dangers of complacency.
- Pledge to work with the Health and Safety Executive and its partners to Be Part of the Solution.