

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

Wednesday, 17 November 2010
at 9.00am in room 106

I. MEMBERSHIP, TERMS OF REFERENCE AND CONDUCT OF MEETINGS

To note:

Membership and Terms of Reference [Attached]

Standing Orders, Annex XIV: procedures for the Conduct of Meetings [Attached]

II. MINUTES

To approve the minutes of the meeting held on 2 June 2010

III. MATTERS ARISING

IV. REPORT FROM THE SAFETY OFFICER

To receive: A written report from the Safety Officer [Appendix A]

Summary of fire alarms/drills [Appendix B]

V. REPORT FROM THE DIRECTOR OF ESTATES AND FACILITIES

To receive: A report from the Director of Estates and Facilities [Appendix C]

Security report – summary of incidents [Appendix D]

VI. REPORTS FROM THE STAFF/STUDENT REPRESENTATIVES

To receive: Oral reports from the staff representatives

The Library
Vernon Square
Main College Buildings
Faber Building
Brunei Gallery

To receive: An oral or written report from the Student Representative

To receive: Oral reports from Union Safety Representatives:

UCU
UNISON

VIII. ANY OTHER BUSINESS

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, 17 November 2010 at 9.00am

Room 116

Present	D Beaton (Chair) M Smith (Safety Officer) R Poulson (Director of Estates and Facilities) G Hinds (Library Representative) A Malone (Faber Building Representative) Jasper Kenneth Kain (SU Representative) Seema Sanyal (HR Representative) Dzidra Stipnieks (UCU Representative) Jahan Latiff (UNISON Representative)
Apologies	John Hollingworth (Brunei Gallery Representative) Peter Baran (Main Building Representative)
In Attendance	D Ciuta

1. MEMBERSHIP AND TERMS OF REFERENCE

The Chair reminded the Committee of its terms of reference.

2. MINUTES

The minutes of the meeting held on the 2nd of June were **approved**.

3. MATTERS ARISING

The Director of Estates and Facilities reported that finding a solution regarding the fire evacuation procedures from the Library is still an issue. The Director of Information Services and Learning Support, the Director of Estates and Facilities and the Safety Officer would further liaise over fire evacuation procedures in the Library. The meeting would be scheduled before the 10th of December 2010.

4. REPORT FROM THE SAFETY OFFICER

The Health and Safety Officer reported that no significant incidents had been reported.

The Health and Safety Officer reported that Fire Warden cover continues to be a matter of great concern.

Fire alarms: No incidents of significant concern had been reported.

Incidents: No serious incidents had been reported.

Human Resources Strategic Objectives and Action Plan 2010/11

The Committee was asked to support the objective to insure that all staff have a locally delivered induction to key Health and Safety Issues at the start of their contract.

Information Updates

The Equality Act 2010 came into force on the 1st of October 2010.

The UNISON representative expressed his concern regarding the students' evacuation of the computer rooms during fire alarms.

Agreed: The SU representative would send a message to all students regarding the above

Agreed: The Director of Estates and Facilities would arrange a meeting between management and trade union to discuss the issue of publicising the H&S Evacuation Rules.

5. REPORT FROM THE DIRECTOR OF ESTATES AND FACILITIES

Lifts: A procedure for the controlled use of lifts during an emergency evacuation had been implemented.

Fire Safety Inspection: The Fire Brigade inspected the Faber Building and were satisfied

SURE Phase II: The construction works had been completed.

Library Transformation Project: Works to refurbish Floor E of the Library are expected to finish in December 2010.

Emergency Evacuation Procedures: Following large number of false alarms the Health and Safety team is considering a request to introduce a two phase alarm procedure.

Approved: The Director of Estates and Facilities would provide more information about the project and the next Health and Safety Committee meeting.

6. REPORTS FROM THE STAFF/STUDENTS REPRESENTATIVES

Library: The Library representative reported that lifts A and B in the Library do not work between 8.00am and 9.00am.

Approved: The Director of Estates and Facilities to investigate the cause

Vernon Square: No representative present

Main College Building: No representative present

Faber Building: The Faber Building representative reported the ongoing problem with the disturbance created by the buses parked outside the building.

The Faber Building representative reported the problem regarding restricted width of the area between the Main Building and IOE which could cause accidents to cyclists and people on foot.

Approved: The Director of Estates and Facilities to liaise with the University of London for follow up

Brunei Gallery: No representative present

Report from the Student Representative: The Student representative to liaise with the Safety Officer in order to improve the communication regarding the fire evacuation procedures.

Report from the UCU Representative: The UCU representative reported that there had been complaints regarding lifts in the Faber Building and lift D in the Philips Building being regularly out of order.

The Director of Estates and Facilities informed the Committee that the problems regarding lifts being out of order are mainly created by user behaviour and overloading.

Approved: The Director of Estates and Facilities to liaise with the maintenance contractors.

Report from the UNISON representative: The UNISON representative suggested for a sign to be put in the SCR balcony in order to clarify the fact that the balcony is a non smoking area.

The UNISON representative expressed his concern regarding the Loading Bay area which is often congested with rubbish.

Approved: Meeting to be arranged between the Central Services Manager and the SU in order to improve the response to waste.

7. ANY OTHER BUSINESS

The HR representative enquired regarding the power cuts which took place in the Faber Building on the 11th and 12th of November.

Approved: The Director of Estates and Facilities to send an all staff email to explain what caused the power cuts.

8. DATE OF NEXT MEETING

The next meeting would take place on Wednesday, the 9th of March 2011.