

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

Wednesday, 9 March 2011 at 9.00am in room 116

I. Minutes

To approve the minutes of the meeting held on 17 November 2010

II. Matters Arising

III. Report from The Safety Officer

To receive: A written report from Safety Officer	[Appendix A]
Summary of fire alarma/drills	[Appendix B]
Summary of Incidents	[Appendix C]

IV. Report from The Director of Estates and Facilities

To receive: A report from the Director of Estates and Facilities	[Appendix D]
Security report – summary of incidents	[Appendix E]

V. Reports from Staff and Student Representatives

To receive: A report from the Director of Estates and facilities [Appendix F]

VI. Reports from Staff and Student Representatives

To receive: Oral reports from staff representatives

- The Library
- Vernon Square
- College Building
- Faber Building
- Brunei gallery

To receive: An oral 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, 9 March 2011 at 9.00am

Room 116

Present: D Beaton (Chair)
M Smith (Safety Officer)
H Alderton (Safety Officer)
R Poulson (Director of Estates and Facilities)
G Hinds (Library Representative)
A Malone (Faber Building Representative)
Peter Baran (Main Building Representative)
John Hollingworth (Brunei Gallery Representative)
Jasper Kain (SU Representative)
Seema Sanyal (HR Representative)

In Attendance D Ciuta

1. MINUTES

The minutes of the meeting held on the 17th of November 2010 were **approved** with the mention that H Alderton (Safety Officer) **did** send her apologies prior to the meeting.

2. MATTERS ARISING

The Director of Estates and Facilities met with the Director of Information Services and Learning Support and the Safety Officer over the fire evacuation procedures in the Library. The issue remaining is the level evacuation from all floors except E floor. It was agreed that the Director of Estates and Facilities would further liaise with the Director of Information Services and Learning Support in order to find a solution to the issues which had arisen as a result of there being no level evacuation in the Library. A meeting will be arranged by the end of this month.

3. REPORT FROM THE HEALTH AND SAFETY OFFICER

The Health and Safety Officer reported that the number of false fire alarms in the College Building went down considerably.

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

Incidents: No serious incidents had been reported.

First aid: The Health and Safety Officer reported that Staff Development are organising a recruitment drive for first aiders.

Information update: The Health and Safety Officer reported that the HSE had issued a consultative document on the proposal to change the duty to report to the relevant authority under RIDDOR so that it should apply where the worker has been unable to work as a result of the injury for more than seven consecutive days.

4. REPORT FROM THE DIRECTOR OF ESTATES AND FACILITIES

Lifts:

The Director of Estates and Facilities reported that lifts in Brunei Gallery have been overhauled and are now in working order. There had been a number of lift failures due to overloading and door malfunctions.

Approved: The Director of Estates and Facilities will work out a plan for the coming year to refurbish the lifts so that they will be able to cope with overloading.

Student Occupation:

The Director of Estates and Facilities reported that there had been a number of safety and security issues which occurred as the result of the Student Occupation in November and December 2010. There had been a more serious incident involving an individual who was invited in the occupied area and whose behaviour later became a matter of concern. The individual was moved by the Police with the co-operation of the occupiers.

Library Transformation Project:

The Director of Estates and Facilities reported that the Library would re open on Monday the 14th of March 2011.

Emergency Evacuation Procedures:

The Director of Estates and Facilities reported that a review of the Fire Strategy for the Philips Building had been undertaken and a full report is expected soon. The initial prognosis is that the Fire Exits are appropriate.

Fire Alarm Evacuation Procedures:

The Director of Estates and Facilities informed the Committee about a number of informal consultations that had been undertaken with neighbouring

institutions. It was found that most of them operate a two stage fire evacuation procedure that had been introduced to combat the number of false alarms.

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 an outbreak of mice in the building.

Brunei Gallery: Nothing to report

Report from the Student Representative: The student representative reported an issue regarding the step leading to the fire exit in G2.

Approved: The Director of Estates and Facilities would look into the possibility of installing a ramp.

Report from the UCU Representative: No representative present

Report from the UNISON Representative: The UNISON representative reported that the water in the Main Building is very cold. Also it had been reported that the doors to RB01 and R301 are not closing properly.

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

7. ANY OTHER BUSINESS

The HR representative reported that a new occupational health provider has been chosen; the contract is due to start next term.

8. DATE OF NEXT MEETING

The next meeting would take place on Wednesday the 1st of June 2011.