



Archway Campus  
Estates and Facilities Office  
2-10 Highgate Hill  
London N19 5LW



Tel: 020 7288 5918 / Fax: 020 7288 5234

**MINUTES OF THE  
ARCHWAY CAMPUS USER GROUP MEETING  
FRIDAY 06<sup>TH</sup> MARCH 2009**

<b>Present:</b>	Andrew Dickie (AD)	Estates and Facilities – MU (Chair)
	Paula Allen (PA)	Estates and Facilities – UCL/MU (Minutes)
	Nick Ayres (NA)	Estates and Facilities - UCL
	Bev Chapman (BC)	Archway Healthcare Library UCL/MU
	Pauline Conroy (PC) (vice	Department of Primary Care and Population Sciences
	Terri Charrier)	(PCPS) - UCL
	Hannah Hudson (HH) (vice	Undergraduate Centre – UCL
	Mariam Al-Laith)	
	Junior Joseph (JJ)	Estates and Facilities – UCL/MU (Secretary)
	Kathryn Lwin Brooks(KLB)	Archway Clinic of Herbal Medicine
	Sally Marham (SM) (vice	Acute and Adult Nursing – MU
	Sinead Mehigan)	
	Marcia Nickle (MN)	Department of Medicine – UCL
	Espy Rodrigues (ER) (vice	CHIME/ACME - UCL
	Marcia Jacks)	
<b>Absent:</b>	Mary Blake (MB)	Archway Sexual Health Clinic - ASHC
	Leila Collins	Inter-Professional Health and Social Care - MU
	Clare Maher (CM)	Midwifery, Child Health & Primary Care - MU
	Paul Haynes (PH)	ASANTÉ Academy Chinese Medicine

**1. APOLOGIES**

Mariam Al-Laith (MA-L)	Undergraduate Centre - UCL
Chris Brew-Graves (CB-G)	Clinical Trials Group - UCL
Terri Charrier (TC)	Dept of Primary Care & Population Sciences - UCL
Marcia Jacks (MJ)	Centre for Health Informatics and Multiprofessional Education (CHIME) - UCL
Sinead Mehigan	Acute and Adult Nursing – MU
Karen Ridout	Department of Mental Health & Social Work - MU

**2. APPROVAL OF MINUTES OF THE MEETING HELD IN SEPTEMBER 2008**

- 2.1** The minutes of the previous meeting dated Wednesday 24<sup>th</sup> September 2008 were noted as being received and with no amendments to note – are agreed as an accurate record.

**3. MATTERS ARISING FROM LAST MEETING**

**3.1 Ref matters arising point 3.2** – JJ reported that he is unable to send global emails. He asks that administrators cascade information on the showing/wearing of ID on campus, to their colleagues and students. Staff and students can obtain a lanyard (black for UCL; logoed for Middlesex University) from Security at the reception desk in the Furnival Building, should they need one. HH explained that a number of Whittington Hospital physicians object to UCL medical students wearing NHS issue lanyards and queried if the Undergraduate Centre students can also obtain lanyards from Furnival Building Security. JJ replied in the affirmative.

**3.2 Ref matters arising point 4.2.1** – BC reported that the bolt which has been fitted in an attempt to fix the faulty library door is ineffectual, as it slips. She stressed that the whole door should be replaced, and will demonstrate this need to JJ.

**Action: BC & JJ**

**3.3 Ref matters arising point 4.4.1** – JJ explained that second phase of the planned electrical shutdowns remains outstanding; EDF Energy installed the wrong rated fuses on their last visit to the site. This exercise will now be completed on Monday 9 March from 8am – 9am. The following areas will be affected: all lifts in the Holborn Union Building; CHIME; ACME; the Social Space; Clerkenwell Annex (CETL, Asante, Herbal Medicine) the Sexual Health Clinic and Charterhouse Building. JJ has asked staff working within these affected areas to come into work at 10am instead of 9am.

**3.4 Ref matters arising point 4.4.2** – JJ reported that the narrowness of the Clerkenwell Building lift has been highlighted in the disability access report completed on the Archway Campus. However, at a cost in excess of £100,000, the lift and shaft replacement work required to enlarge the lift in Clerkenwell Building, is prohibitive. MN reported that her department are running more clinics. JJ is to meet with MN to discuss alternative ways to tackle this problem.

**Action: JJ & MN**

**3.5 Ref matters arising point 4.4.3** – This task has been completed.

**3.6 Ref matters arising point 4.5.1** – JJ is to arrange for the ventilation contractors to come back on site to take another look at the ventilating system in the Social Space. He will also speak to Andre Bronze, the campus Catering Manager, to ensure that the kitchen doors are not propped open by the Social Space staff, as this adds to the ineffectiveness of the extraction system.

**Action: JJ**

**3.7 Ref matters arising point 4.6.1** – JJ stated that O&G have reported that there is no market for the recycling of polystyrene.

**3.8 Ref matters arising point 8.4** – JJ is to supply tabard to the library fire warden who has yet to receive this.

**Action: JJ**

## **4. CAMPUS ISSUES**

### **4.1 Cleaning**

**4.1.1** JJ reported that a PDA has been issued to Jacob Olawuyi, the campus Domestic Services Manager. The introduction of this technology will lead to better quality

auditing. JJ hopes to get departmental administrator involved in future random campus cleaning, monitoring.

**4.1.2** JJ requested that campus users report all cleaning issues to him in the first instance; he will then chase JO on these. JJ also stated that the proposed plan to introduce morning cleaning on site has been put on hold. O&G have introduced new management systems such as clocking in, to the site. JJ will be monitoring the effectiveness of these new systems, before deciding whether further changes need to be made.

**4.1.3** Several user group members expressed concern re the new waste disposal procedures. NA stated that in terms of his office at UCL's Bloomsbury Campus, the new waste disposal separation system is not working. JJ is to find out if this new waste disposal system is having an impact on O&G's work. He added that his office has a number of stickers which will be stuck onto bins that state what forms of waste should be disposed of, in which bin. ER asked if JJ had received any feedback from the site cleaners? She reported several cleaners have told her that they have not received training on the new waste disposal system. JJ is to raise the issue of cleaner training with O&G.

**Action: JJ**

**4.1.4** SM reported that the black bins have disappeared from the 5<sup>th</sup> floor of the Furnival Building. JJ asked that staff report this fact using online maintenance and facilities services reporting system, available on the Archway Estates Department maintenance webpage.

## **4.2 Security**

**4.2.1** JJ reported that a laptop was stolen in the summer.

**4.2.2** Improved CCTV monitoring equipment has been installed on all entrances on site. JJ asked PC if she has noticed any improvement in site security. PC answered in the affirmative.

**4.2.3** Over the next few months, fixed Audio Visual equipment will be installed into classrooms which currently do not contain fixed AV equipment.

## **4.3 Porter**

**4.3.1** SM noted that Dennis Osayogie works hard. She queried the portering system which does not allow porters from the Whittington Hospital to carry items across to the Archway Campus and vice versa - she had to carry papers needed for a meeting across to the Whittington Education Centre. JJ stated that DO is too accommodating to staff needs. This has led to management not knowing what portering work he is engaged in around the campus and, therefore, being unable to manage his workload effectively. He asked that all portering requests be channelled through the Archway Estates webpage and that staff not call DO directly with portering requests. JJ added that the WEC contains a book lift which staff can use to transport books and papers between WEC floors.

**4.3.2** HH reported that the Undergraduate Centre often goes days without receiving post from Whittington Hospital post room. This problem has been occurring since December. JJ is to raise this issue with Steve Primrose, Assistant Director of Estates, Whittington Hospital.

#### **4.4 Mechanical & Electrical**

**4.4.1** No issues.

#### **4.5 Maintenance**

**4.5.1** JJ reported that the disabled toilet in the area occupied by ACME and CHIME is currently out of order due to a water leakage. This leak will be fixed on Saturday 7 March.

**4.5.2** JJ reported that the areas affected by the recent water mains burst will be re-landscaped, shortly.

**4.5.3** SM reported that the window cleaners weren't respectful of people's space, during their recent visit to the site. JJ to speak to JO to ensure that staff are informed of the need to temporarily move any items they have placed close to windows, ahead of all subsequent window cleaning dates.

#### **4.6 Waste**

**4.6.1** JJ informed meeting attendees that the campus yellow waste bins have been moved to a secure area. If staff have any clinical waste for disposal, this fact should be reported to Estates and Facilities Department via the maintenance webpage. Collection will then be arranged.

#### **4.7 Telephones**

**4.7.1** JJ noted that there has been an increase in enquires from UCL staff re conference phones. As an organisation, UCL only hires telephone conferencing equipment. He pointed out that if UCL departments wish to have conference phones permanently installed, they will have to purchase and pay for instalment this equipment, out of their departmental budget.

#### **4.8 Grounds**

**4.8.1** KLB reported that the medicinal herb garden is coming along. JJ reported that trees will be planted and new benches installed between this garden and the portakabin. By June, this area will look much improved.

### **5. HEALTH AND SAFETY AND/OR SECURITY INCIDENTS TO BE NOTED**

**5.1** JJ stated that a RIDDOR (Report of Injuries, Diseases and Dangerous Occurrences Regulations) has been submitted to the HSE in relation to a major injury incurred by Terry Goss, the campus Security Supervisor, whilst carry out wheel clamping duties.

**5.2** JJ reported that the recent fire alarm on site was triggered by workmen replacing tarmac. The cutting machine used to complete this task threw out a billowy dust particle cloud, which activated the fire alarm.

**5.3** ER asked if there was a fire warden inspection by the Fire Brigade in December. JJ replied that the campus was recently inspected by Islington Council and that a follow-up inspection was subsequently scheduled for 17 February. However, the council fire officer is no longer planning to return to the site in February, but could return to the

site at any time, unannounced.

- 5.4** KLB enquired as to how often fire drills and risk assessments are carried out on site. JJ replied that 2 fire drills a year are carried out on site; whilst risk assessments are conducted annually. The next risk assessment will take place from July through to September. KLB added that fire risk assessments are very important. She feels that they should be carried out more than twice a year particularly if the area in question is a clinic. AD asked if copies of the next fire risk assessment carried out on the site, can be provided to all interested staff?

**Action: JJ**

- 5.5** JJ is to circulate an updated form to campus fire wardens to gain feedback from them on problems and difficulties they observed during fire alarms and during planned fire drills. AD queried whether fire drills are announced in advance. At present this is not the case. BC stated that students will try and take books out the library with them, should fire drills be announced in advance. JJ is to speak to UCL colleagues to see how they deal with this issue.

**Action: JJ**

- 5.6** HH questioned if it was usual practice for stalls be allowed to be set up outside the Undergraduate Centre entrance. JJ to raise this issue with SP.

**Action: JJ**

## **6. ITEMS REQUESTED BY MEMBERS FOR DISCUSSION**

### **6.1 Signage**

- 6.1.1** SM reported that the request her department made for the lift signage to be amended, has not be actioned. JJ replied that he thought that the department would print off the changes and amend the signage, themselves.

**Action: SM**

## **7. FEEDACK FROM THE SITE MANAGEMENT COMMITTEE MEETING HELD ON FRIDAY 30<sup>TH</sup> JANUARAY 2009**

- 7.1** There were no issues of note to report from the Archway Campus Site Management Committee Meeting.

- 7.2** BC asked ift user group members are supposed to receive a copy of the SMC minutes? AD responded that he and JJ will check with the other SMC members to see if this is possible. The next SMC meeting is schedule for 28 March 2009. JJ is to put this item on the meeting agenda.

**Action: JJ**

## **8. ANY OTHER BUSINESS**

- 8.1** KLB requested that the Clinic of Herbal Medicine parking bay be more clearly marked. JJ replied that all car parking bays on site will be redone within the next few weeks. Spaces will be marked "reserved" and signs indicating which department the space belongs to, will be put up.

**8.2** BC reported that the library needs to claim back their storage space in the Holborn Union Building currently being used by PCPS and Catering, as a result of Middlesex University moving stock down to the Archway Campus required for courses which have been transferred to the site.

**Action: JJ**

**8.3** JJ announced that the basement storage area in Furnival Building has to be cleared of some of its present contents. He will be instructing BO'D begin this exercise shortly SM queried if the managing of this storage space down to one person. JJ replied that this use to be the responsibility of Esther Cousens, but now no one is performing this task. SM is to raise this issue with Sinead Meghian. AD stated that Middlesex staff should raise any storage issues that they have, with line-managers in the first instance. JJ also announced that UCL have a furniture reserve which stores unwanted furniture. AD and KLB added that there are a number of companies which will take unwanted old furniture and then recondition them for sale, or recycle items by donating them to community groups.

**Action: JJ & SM**

**8.4** BC reported that the library have a number of interlibrary loans which need to be shredded. JJ asked her to make a confidential waste disposal request via the Estates maintenance page.

**Action: JJ**

**8.5** MN requested that an up to date list of all staff on site, be provided.

**Action: JJ**

**8.6** PA to check that JO's new mobile number is on the Archway Estates and Facilities Campus contact page, on the web.

**Action: PA**

**8.7** BC asked if advanced notice (preferably a month) could be given re weekend estates works so that library users can be given notice of planned maintenance works. AD replied whilst a month's notice will not be possible in most cases, Estates will provide as much notice on weekend works, as possible.

**Action: JJ**

## **9. DATE OF NEXT MEETINGS**

- July 2009 – tbc.
- September 2009 – tbc.