**MULTIPLE OCCUPANCY BUILDING USER GROUP**

**(MOBUG)**

**Monday, 14 February 2022 at 12:00noon by Teams and in the Cuillin Room**

**Minutes**

1. **Present**

Burns, Susan (SB)

Connolly, Maureen (MCO)

Fairlie, Morag (MF)

Forbes, Gordon (GF)

MacIver, Niall (NMAC)

Angela Penman (AP)

Ryan, Susan (SR)

Sagan, Aga (ASP

Scott, Adam (ASC)

Shannon, Ashley (ASH)

Swan, Amanda (ASW)

Taylor, Robert (RT)

1. **Apologies**

Alex McCallum, Lisa Anderson, Beatriz Barreto Saalfeld, Tania Batchelor, Michael Curtis, Alastair Irvine and Stacey Maxwell.

1. **Minutes of the Previous Meeting held on 8 November 2021**

The Group approved the minutes of the meeting held on 8 November 2021.

1. **Easing of Covid Restrictions**

ASH advised that in line with the easing of restrictions announced by the Scottish Government and the University, the Senior Leadership Team in CSH was keen to progress the following actions in order that the office could resume normal functions for all staff and visitors:-

* Entry to CSH – security of opening doors would set to swiping staff card only (no keying of password required)
* One way system signage to be removed
* All Covid signage to be removed

Face coverings should be worn when moving around the office, but colleagues can remove them if they remain one metre away from other people, or when there are screens or partitions in place, or exemptions apply.

Existing measures remain in place such as regular hand hygiene (the most effective method is washing hands for 20 seconds).

Staff should not come into the office if they are experiencing any symptoms of the virus.

The new measures and would be fully implemented by the end of February 2022.

1. **Terms of Reference and Membership of MOBUG**

ASH advised that a formal review of membership of MOBUG had not been undertaken for a number of years. It was agreed that members should discuss their department’s representation on MOBUG. Members should send their comments and suggestions to ASH and SR before the end of February 2022. The Group was also invited to comment on the Terms of Reference in light of the review of membership. Group members should contact ASH direct if they wished to speak on a one-to-one basis.

1. **Heating**

SR advised that owing to the small numbers of staff working in CSH, insufficient information had been collated to take this item forward with Estates. It was agreed that this would be an ongoing item.

1. **Working Operations Document**

The Group noted that this document would be updated to be a basic induction manual which departments could customise for their own staff. It would be circulated for approval by the end of March 2022.

1. **CSH Meeting Rooms**

Due to budget constraints and long waiting times for the purchase of new kit, there are currently no plans to replace temporary AV equipment in the Cuillin Room until at least April 2022. It was noted that Finance Systems Team require to rebuild the PCs in each meeting room on a regular basis. Finance Systems Team will also update Teams in meeting rooms in order that staff do not have to sign in each time.

The instruction information in the meeting rooms requires to be updated and the process will be started using a template from Argyle House.

1. **Sustainability**

Nothing to report.

1. **Standing Items for Information**
   1. **Fire Stewards**

The Group noted that there had been no change since the last meeting.

* 1. **First Aiders**

The Group noted that there had been no change since the last meeting.

**10.3 Accident/Incident Reporting**

There had been no accidents/incidents to report since the last meeting,

1. **Any other business**

**11.1 Pets in the office**

It was noted that some staff had brought dogs into CSH. Concern was raised regarding health and safety issues should there be pets in the office. The Policy is available using the link below.

In general, University Policy does not allow animals into University buildings, unless they are an Assistance Animal. The policy on Assistance Animals can be found at <https://www.ed.ac.uk/files/atoms/files/policyonassistanceanimalsdogs.pdf> and is managed by Student Disability Service. Assistance Animals are defined under the Equality Act if required for a disabled person.

**11.2 Security**

The Group noted that an email had been circulated to all CSH staff highlighting the importance of good building management practices at all times, and particularly in light of proposed strike action.

**11.3 Water Testing**

It was noted that a Legionella Risk assessment would be carried out in CSH in February 2022.

**11.4 Blue Signage**

Following the removal of the covid temporary signage, a review of the permanent blue signage would be taking place over the next few weeks. This would be led by AS and an email would be sent to appropriate staff for their input.

1. **Dates of Meeting**

**18 April 2022**

**18 July 2022**

**24 October 2022**

(All meetings held at 10:00)

The meetings will be held in the Cuillin Room, CSH and by Teams.