**MULTIPLE OCCUPANCY BUILDING USER GROUP**

**(MOBUG)**

**Wednesday, 20 July 2022 at 14:00 by Teams and in the Torridon Room**

**Minutes**

**Present**

Barreto Saalfeld, Beatriz

Batchelor, Tania

Connolly, Maureen

Eadie, Morag

Ford Annie

Penman, Angela

Ryan, Susan (Secretary)

Sagan, Aga

Sangster, Nicola

Shannon, Ashley (Convenor)

Taylor, Robert

1. **Apologies**

Gordon Forbes, Alex McCallum, Adam Scott, Lisa Anderson and Stacey Maxwell.

1. **Minutes of the Previous Meeting held on 3 May 2022**

The Group approved the minutes of the meeting held on 3 May 2022.

1. **Charles Stewart House – Loss of Premises Plan**

The Group noted the previously circulated Loss of Premises Plan. It was noted that given the response to Covid, the continuing delivery of essential services was led by individual departments. Susan and Ashley would tailor the Plan for CSH and circulate before the end of July 2022.

The Group noted the template for the Emergency Contact list and it was agreed that Group members would find out which senior members of staff should be on the list. Susan would send an email to all departments who required to have a contact on the list.

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

Morag agreed to represent Finance (Procurement) on MOBUG. Susan would update the Terms of Reference.

1. **CSH Meeting Rooms**

The group discussed the meeting rooms and agreed that feedback had been very good and, in particular, the addition of new microphones.

It was noted that the Cuillin capacity had been reduced to 20 because of the new equipment but this would be temporary as power/network points would be installed in the middle of the floor for cable management.

1. **Charles Stewart House – Useful Information**

The Group approved the changes to the document which included information on:-

New staff

External Visitors

Incoming/outgoing mail

Reduction in capacity for Cuillin Room

IT support for meeting rooms

Catering

1. **Fire Evacuation Drill**

The Group discussed the Evacuation drill and agreed that the drill had been completed timeously and in good order. It was noted, however, that two new staff had not been advised what to do when the fire alarm was sounding. It was agreed that the Useful Information document should include fire awareness as part of the first day induction for new staff.

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

The Group noted that there was now 19 Fire Stewards and that nearly all had completed their training online.

* 1. **First Aiders**

The Group noted that Morag Fairlie was no longer working in CSH. Beatriz would discuss with Susan possible first aider in ERO.

**8.3 Accident/Incident Reporting**

There had been two accidents to report.

* A staff member hand going through window pane. No serious injury. Incident report had been filed and Estates had checked the safety of all windows. Staff had been advised to take care when opening and closing windows.
* A staff member received a bruise following a piece of wood in toilet falling on her leg. No serious injury. All toilets have been checked to ensure this does not happen again.

1. **Offices – Painting Programme**

Colleagues will be aware that the common areas in CSH were painted following the removal of Covid signage. The plan is now to paint individual offices. The work will start in Spring 2023. Staff will be consulted on colours of paint, etc in the autumn.

1. **Any other business**

**10.1 Draft Minutes and Useful Information**

Ashley advised that the draft minute and Useful Information document would be circulated to all staff following each MOBUG meeting to ensure that everyone was receiving the information at the same time.

**10.2 Toilet/Kitchen supplies**

It was noted that if there was no toilet paper or kitchen paper in toilets and kitchens, staff should contact Reception by email [csh.reception@ed.ac.uk](mailto:csh.reception@ed.ac.uk) who would arrange for supplies to be replenished.

1. **Date of Meeting**

**24 October 2022**

(All meetings held at 10:00 unless otherwise advised)

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