**MULTIPLE OCCUPANCY BUILDING USER GROUP**

**(MOBUG)**

**Tuesday, 3 May 2022 at 12:00noon by Teams and in the Cuillin Room**

**Minutes**

1. **Present**

Barreto Saalfeld, Beatriz

Connolly, Maureen

Fairlie, Morag

Angela Penman

Ryan, Susan (Secretary)

Sagan, Aga

Scott, Adam

Shannon, Ashley (Convenor)

Brown, Nikola (for Charles Stewart House – Loss of Building)

1. **Apologies**

Alex McCallum, Robert Taylor, Lisa Anderson, Tania Batchelor, Michael Curtis, Alastair Irvine and Stacey Maxwell.

1. **Minutes of the Previous Meeting held on 14 February 2022**

The Group approved the minutes of the meeting held on 14 February 2022.

1. **Charles Stewart House – Loss of Building**

Nikola advised that most of the information required to develop the loss of building plan had been gathered before lockdown. Nikola would circulate relevant information to each department for updating. Nikola had a copy of the College of Science and Engineering template which would be used to a checklist and flow plan for CSH. It was noted that a representative from Communications and Marketing would be invited to the MOBUG meetin in July to explain how comms. It was agreed that Loss of Building Plan would be completed by the end of July 2022.

1. **Guiding Principles – managing the risk of Covid-19 as we live with the virus**

The Group noted the link for information. Staff are reminded that it is up to the individual whether or not they choose to wear a face covering and respect should be given to those who wish to wear a face covering and to those who do not wish to wear one.0

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

The Group discussed the previously circulated report. Under item 3, Composition, it was agreed that:-

“The CSH MOBUG consists of Representative(s) from each Department within the building”.

The Group approved the Terms of Reference which would be posted to the MOBUG web page.

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

The Group approved the document which would be posted to the MOBUG web page.

1. **CSH Meeting Rooms**

The Group discussed the Braid and Calton meeting rooms. Beatriz advised that Lorna Thomson had attended several hybrid meeting in Aryle House and considered that the performance of the IT equipment was much better that that in the Braid and Calton. Susan would contact IS and report back.

1. **Lockers/Bike Store**

It was noted that lockers to store items following cycling to work and exercising are available and staff should contact Aga.

1. **Portable Appliance Testing (PAT)**

It was noted that this was being discussed with H&S. Staff who have IT equipment owned the University in the home should visually check for any sign of damage, overheating, bare cable, etc. If any equipment is found to be faulty, replacements should be ordered immediately.

1. **Fire Risk Assessment**

It was noted that all actions raised in the assessment had been carried out. The next Fire Risk Assessment would take place in July 2024.

1. **Fire Evacuation Drill**

The annual Fire Evacuation Drill would be carried out in May 2022.

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

The Group noted that there had been no change since the last meeting but that due to hybrid working, the appointment of new Fire Stewards was being considered.

* 1. **First Aiders**

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

 **13.3 Accident/Incident Reporting**

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

1. **Any other business**

None.

1. **Dates of Meeting**

**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.