FIRE RISKS

The importance of fire precautions at a time of limited cover by the Fire Service has been emphasised by the University Safety and Radiation Protection Officer, Dr. Peter Ballance. As The Bulletin goes to press the firemen's strike is still in progress.

It is important that occupiers of University buildings take whatever practical steps they can to recognise the risk of fire and to make sure that staff and students within buildings can escape quickly and safely in the event of a fire.

In a note to all Building Users, Dr. Ballance gave the following points:

1. Please reduce to a minimum all operations where the risk of fire can be easily foreseen, i.e. use of naked flames, flammable solvents, some electrical equipment.

2. Wherever practicable, reduce fire loading of the building by removing all unwanted or excess combustible materials particularly if these can be stored in safer conditions away from the building.

3. Building Users should, where practicable, arrange regular day-time patrols throughout the building so that any incident can be quickly detected. Patrols should pay particular attention to any work or equipment which may give rise to fire.

4. Staff should be advised to make sure that fire check doors are kept closed - these doors are labelled with a red diamond sign and the words "Fire Check Door: Keep Closed".

5. Staff should be reminded that they must follow strictly the existing fire and evacuation procedures, which are not changed for the present situation.

6. It is vital that escape routes are carefully checked to ensure that:
   (a) escape routes are open easily from inside (where escape doors are double doors BOTH doors must be easy to open from inside);
   (b) that escape routes are free from combustible materials; and
   (c) that escape routes and exit doors are not obstructed and that furniture and other materials have not been placed where they may obstruct fire alarm points, hose reels and fire-fighting equipment.

7. Remember 60 per cent of major fires occur between 6 p.m. and 6 a.m. A final check of the building at 17.30 hrs. is therefore of prime importance.

A further note from Dr. Ballance on the University's Emergency Procedures is on page 2.

CHANGES IN ADMINISTRATION

Council on November 11 approved recommendations from the Vice-Chancellor for changes in some senior posts in the University Administration to take effect from December 1.

The changes involve the appointment of Mr. P.A. Tear to the new post in the Administrative Staff Team of Community & Estates Officer, and the appointment of Mr. L.A. Taylor to the post of Estates Manager. The changes follow the resignation of the Bursar, Mr. John Mangold, and the earlier creation of the post of Chief Community Services Officer.

The essence of the changes is that the post of Bursar has been abolished and the various responsibilities re-distributed among a new three-man Staff Team of chief officers (the present Registrar and Secretary, the present Finance Officer and the new Community and Estates Officer), with the new Community & Estates Officer having responsibility for the administrative management both of the Community Services Area and of the Estates and Maintenance division of the present bursarial area. His former responsibility is identical to that previously specified for the Chief Community Services Officer.

The Vice-Chancellor made it clear that the changes did not mean the fusion of the Community Services Area and the Estates and Maintenance Department. The two were to remain separate parts of the Administration each with its own functions and structures, though linked through the new Community & Estates Officer having responsibility in both areas. The Estates Manager will have clear responsibility for the running of the Estates and Maintenance Department.

Responsibility for capital and site development, under the new arrangements, is to pass to the Registrar and Secretary.

Mr. Tear, who takes up his post next week, was first introduced to the University as Assistant Bursar in 1967. During 1972-73 he was Acting Bursar and since 1973, Assistant Secretary (Council). From January 1976 he has also acted as the University's Information Officer.

Mr. Taylor joined the University in 1970 and was appointed Deputy Bursar in 1975. The new Staff Team is to carry out a detailed review of those offices and staff within the Administration directly affected by the new arrangements, other than the Community Services Administration which was the subject of a special review in 1976-77. Council is to receive a further report at a later date.

ELECTORAL REGISTRATION

Students and staff resident on campus are reminded that the Register of Electors was published in draft form on November 28, and can be checked at (a) the Post Office in Sussex House, or (b) the University Library, or (c) the offices of Brighton Borough Council (Town Clerk's Department, Town Hall, Brighton) up to December 16, 1977.

A return of eligible voters compiled from the accommodation records of the University was made to the Electoral Registration Officer. This excluded dependents of registered students, and those students who failed to notify the University of their local address by October 10. Full information was published in The Bulletin on November 15. Anyone wishing to check the accuracy of the draft is advised to consult the Register at one of the above addresses.
EMERGENCY PROCEDURE

Building entrance. Do not use the lift when evacuating the building.

IF SOMEONE IS INJURED DURING WORKING HOURS

If there has been an obvious serious injury dial on grey telephone 09-100 and ask the switchboard to call for an ambulance - give details, location and do not ring off in case the telephonist needs more details.

For less spectacular injuries, the first approach is to seek the help of one of the local first aiders, whose names appear at Porters' Desks and on first aid boxes. If a local first aider cannot be found, telephoning 09-100 will enable the switchboard to obtain help from Len Matthews, SRN, and Peter Gilliver, two expert, senior first aiders.

By going first to one of the hundred local first aiders will help to ease the otherwise unfair burden placed on the senior first aiders and give the local first aid personnel experience to improve their confidence and skill.

FIRST AID DURING NON-WORKING HOURS

For serious injury use a GPO payphone and dial 999 to summon an ambulance. Give location and details (remembering that you will be talking to someone not familiar with the University site).

Stay on the telephone to give the operator any further information and try to get someone to go to the main entrance to direct the ambulance to the casualty.

For minor injuries, several of the night security staff (08-185) are trained in first aid and are willing to give assistance or advice.

Although much advice is contained in the telephone directory or in Building Safety Handbooks, it may be useful to either cut out the above notes and keep them with you or to use them to update information in your handbook or directory.

In any emergency it is important that the established procedures are followed. If wrong procedures are attempted the subsequent confusion for the back up services could waste valuable time.

Dr. P.E. Ballance

The Establishment Office has issued the following current list of non-academic posts within the University which are to be filled. Job descriptions for all the posts listed are displayed on notice-boards. The list was compiled at November 23.

Generalist (i) Arts & Social Studies
Administrator (ii) Office (IA) (This post is to be filled by internal transfer only.)
Library
(d) Library (part-time)
Clerk/Typist (a) English & American Studies (i, part-year)
(b) Science Office
(c) (1 or 2 part-time)
Shorthand/Typist/Sec. (b) Institute of Manpower Studies (1or2)
Secretory (b) Mathematical & Physical Sciences (1 part-time)
Programmer (c) Sussex House
Assistant (c) Computing Centre
Printer (c) Printing Unit
Harperson (g) Refectory
Catering
Supervisor (g) Refectory
Cleaner (j) Park Village
Assistant (k) Refectory
Steward (Steward
Information given after each post relates to the grade at which the vacancy will be filled.
The code given before each post indicates the person to whom applications should be sent:
(a) Mrs. S. Boterhoven, Arts & Social Studies Office, Arts D.
(b) Mr. M. D. Carr, Science Office, Sussex House.
(c) Mr. C. R. Kelley, Establishment Office, Sussex House.
(d) Librarian, Library.
(e) Catering Manager, Refectory.
(f) Jill Armitage, Mantell Building.
(i) Registrar and Secretary.
(j) Accommodation Manager, Refectory.
(k) Business Manager, Refectory.

SUPERANNUATION
Reminder to all members of FSSU
An open meeting for all members of FSSU will be held at 12.30 p.m. this Thursday, December 1, in Lecture Theatre A63, Engineering and Applied Sciences Building.
FSSU will not be contracted out of the new State Earnings Related Pension Scheme which comes into force on April 1978. Members have been given the option to transfer to USS Limited and the meeting will include a brief summary of this option and the modified FSSU scheme.
DEPARTMENT OF EDUCATION AND SCIENCE

In this article, the second in a series of occasional reports on some of the national bodies involved in the higher education system, the organisation of the DES is explained.

The Department of Education and Science is responsible for the whole of education in England and for post-school education in Wales. For universities, it is responsible for Government policy throughout England, Wales and Scotland.

The DES is relatively small and it is almost wholly concerned with policy. It works partly through the performance of certain statutory duties but to a large extent relies on the influence it can exert on its partners in the service - the local education authorities and the teaching profession.

The DES is headed by a Secretary of State (Mrs. Shirley Williams), who is a member of the Cabinet, supported by two Ministers of State (Mr. Gordon Oakes and Lord Donaldson) and a Parliamentary Under Secretary of State (Miss Margaret Jackson).

The Permanent Under Secretary is the civil servant in executive charge of the Department, whose work is divided into four areas:

- schools and educational building;
- higher and further education;
- civil science, arts and libraries;
- educational planning, including teacher supply, qualifications, salaries, statistics, and the economic aspects of planning.

There are also groups dealing with finance and legal matters, and common services such as personnel and accommodation.

Higher and Further Education

The organisation of the work of these areas is divided further, and in the case of higher and further education there are four policy branches, which are in turn each made up of several divisions.

Universities

The branch most closely concerned with universities is Higher and Further Education Branch IV. This has four divisions, of which two are concerned primarily with broad questions of policy relating to universities in Great Britain. One is concerned with the universities' total needs for capital resources and running expenses and for the development of the system to meet national requirements, including student residence.

The other deals with more general questions of university government; with educational and institutional research; with students' health and welfare; and with international matters.

Both these divisions keep in close touch with the University Grants Committee (see Bulletin, 15.11.77) which advises the Secretary of State on the financial and manpower needs of universities and on their development, and is the channel of communication between the Department and the universities.

The Branch is also responsible for authorising direct grants for the Royal College of Art, Cranfield Institute of Technology, the Open University and the British Academy. It also provides the secretariat for the Computer Board for Universities and Research Councils, whose main functions are to advise the Department on, and to allocate the resources for, central computing facilities for research and teaching in universities.

The Branch's Awards Division deals with policy relating to financial support for students in higher education in England and Wales. It advises on the application of the regulations governing grants to students for which local education authorities are responsible and administers the centrally awarded postgraduate studentships and bursaries in the humanities and the scheme for state bursaries for students at the long-term residential adult education colleges.

Other higher and further education branches

Higher and Further Education Branch I is responsible for planning the development of higher education in the non-university sector and for all aspects of the training of teachers.

Further education is mostly the responsibility of Branch II. Advanced further education including polytechnics; liaison with the Council for National Academic Awards (which awards degrees to students outside the university system); and all aspects of adult education, including that provided by the advice and assistance services, are some of the areas covered by this branch.

The education and training for young people in employment, further education for industry, further education for 16-19 year old students, and the youth service, are the responsibilities of Branch III.

Science

The DES also has general responsibility through its Science Branch for the support of civil scientific research. The five Research Councils (the Science, Medical, Agricultural, Natural Environment and Social Science Research Councils) are all financed by the Department. Some of them also receive funds from other Government Departments for commissioned research.

The broad objective of the Research Councils is to develop the sciences as such, to maintain a capacity for fundamental research, and to support higher education in the scientific field.

The Science Branch has two divisions. One deals with the Research Councils, the Royal Society, and British Museum (Natural History) research, and includes the supervision of Research Council commitments to certain international scientific organisations.

The second division deals with science policy, the distribution of finances between the Councils, and international scientific policy issues, mainly connected with the EEC, OECD, NATO and UNESCO.

Arts and Libraries

The DES, through its Arts and Libraries Branch, is also responsible for Government expenditure and policy on the arts, including national museums and galleries, and for national libraries policy.

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A booklet "How the DES is organised" explains in greater detail the organisation and responsibilities of the Department and is available from Room 1/27, DES, Elizabeth House, York Road, London, SW1 7PH.

INDUSTRY AND THE UNIVERSITIES

An open lecture on "Industry and the universities" will be given by Professor Charles Handy, Warden of St. George's House, Windsor, and Professor of the London Business School, on Thursday, December 8.

The lecture is organised by the Occupational Advisory Service in association with the Centre for Continuing Education and will begin at 5.30 p.m. in Lecture Theatre AS3, Engineering and Applied Sciences Building.
Gardner Centre

This year’s Christmas craft exhibition in the art gallery will be bigger and better than ever, and again include, in response to many requests, a “shop” at which those of you who are quick off the mark will be able to purchase various pieces of pottery, basket-work, jewellery, etc., at reasonable prices.

The main exhibition will be dedicated to the work of seven craftsmen who will show a tremendous variety of items ranging from heavy Scandinavian-type tapestries, to a “Murder Mystery” plate made by Diana Sree, who made the corgi toast rack for the Jubilee.

Some of the more individual wall hangings will be by Sarah Soulaby (pictured here) who uses a surprising range of materials including the nylon scourers you see her with in the photograph. Nick Fer uses a more traditional approach on his tapestries and rugs, while J.R.P. Timney works in the area between sculpture and textiles, printing fabric-inspired textures on to paper and polythene before constructing them into three dimensional pieces.

Complementing this part of the exhibition is a display of patch-work pictures by women artists from Chile. These patchworks, recently featured on TV in Arena, depict the lives of the artists and their hopes for the future.

Colin Fisher has now completed the auditions, and cast the Christmas show, “The Ginger-Bread Man”, which goes into rehearsal today and opens on December 16. Len Smith, our carpenter, is having a great time in the workshop making the “largest kitchen dresser in England” (i.e. the set) as well as various extravagant props including giant teapots and rolling pins.

This musical play is great fun for children and for adults and advance bookings are already over the £4,000 mark. Incidentally, the price concessions and party rates are greatly increased this year.

The Jonathan Strange String Quartet are now back in residence for their third year and are due to give a concert in the theatre on December 7 when they will be playing quartets by Haydn and Brahms.

A new feature of the Quartet-in-Residence scheme is a series of coaching sessions, available to students and members of the various University orchestras. These workshops began on November 25 and continue for the next two Fridays (December 2 and December 9) between 3.00 and 5.00 p.m. Eager participants are still welcome and applications should reach Helen McMurray at the Gardner (02-427) as soon as possible.

On December 3 the University Choir and Orchestra combine for a performance of Poulenc’s “Gloria” which will be preceded by Bruckner’s Symphony No. 6.

The concert will be conducted by Laszlo Heltay and will start at 7.45 p.m.

Nigel Stannard, Administrative Director.

The Information Office welcomes items for The Bulletin. Anyone with news items, contributions, information or anything they would like to see appear in The Bulletin should contact Jennifer Payne, Room 306, Sussex House (ext. 05-123).

The next issue of The Bulletin (and the final one of this term) will be published on Tuesday, December 13, and copy for inclusion should reach the Information Office in Sussex House by noon on Wednesday, December 7.