

EI HEALTH & SAFETY COMMITTEETuesday 4th August 2020

12noon – 1pm, via MS Teams, UCL Ear Institute

ATTENDEES: Mr Bodrul Azad (BA), Caitlin Broadbent (CB), Dr Nico Daudet (ND), Dr Sally Dawson (SD), Shirley Fantie (SF), Prof Jennifer Linden (JL), Rosemary Monk (RM), Graham Nevill (GN), Michelle Tuohy (Chair, MT), Dr Magdalena Zak (MZ)

MINUTES

1.0	APOLOGIES
1.1	Khuram Ayaz
2.0	MINUTES, MATTERS ARISING AND ACTION POINTS FROM PREVIOUS MEETING (MT)
2.1	The Minutes of 5 th May 2020 were generally agreed as an accurate record. MT advised that if there were any changes or amendments, these are to be sent to MT who will update the Minutes.
2.2	GN Confirmed that they came last week for the Auction system and installed half of it. They were expecting us to provide the cabling; therefore, they will come again tomorrow to finish the job. We need to pay the extra. 2 rooms will finish tomorrow and on Thursday an engineer from the company who sold it is going to come to commission the system. They recommended servicing the system twice a year.
2.3	Due to lock down PI Risk Assessment Workshop will be confirmed at a later date.
2.4	PAT Testing: CB said that due to lock down the PAT testing is still to be scheduled.
2.5	First Aid Training: NG said that we have just got enough trained staff to cover at the moment. MT pointed out that it needs to be looked at so we have enough trained staff. SF confirmed that they are offering first aid training.
2.6	MT will have meeting with Sakina Naibkhail this afternoon to see if we can incorporate Health and Safety into any new job descriptions.
2.7	CB confirmed that we have a new contract with the new pest control company and they have been in to put boxes around.
2.8	CB will email again about the washing machine and tumble dryer. CB also confirmed that we have space for them. JL recommended heat pump dryers and said that it is better energy wise and in terms of fire safety.

2.9	<p>Ventilation Issue: GN said that we do not want to do our own monitoring and it seems like UCL isn't taking any action about this issue. MT asked SF if we have to put a request in for that. SF confirmed that it is definitely Estates responsibility. Ventilation has to be checked before the reopening. SF will place the ventilation doc on our chat. JL mentioned that there is a health and safety incident report.</p> <p>Action GN to contact UCL Estates to have a more formal test conducted and find out what the mechanism is for this. ND requested a report to make sure which rooms are inspected.</p>
3.0	REPORTS
3.1	<u>Accidents and Incidents (GN)</u>
3.1.1	None had been reported.
3.2	<u>Fire Safety Report (GN)</u>
3.2.1	Fire Marshals – GN Due to COVID-19 everybody who comes back to the building does the fire marshal's training. A couple of the fire extinguishers need tags.
3.3	<u>Laboratory Report (GN/CB)</u>
3.3.1	Nothing to report. CB said only a couple of lights have gone and it's been reported to UCL Estates.
3.4	<u>GMO Report (ND)</u>
3.4.1	Nothing to report at present.
3.5	<u>Radiation Report (SD)</u>
3.5.1	SD confirmed that she submits monthly returns – which are all zero at the moment.
3.6	<u>Teaching/Student Matters Safety Report (RM)</u>
3.6.1	<p>RM had no reports on student or teaching matters due to remote working. But RM discussed face to face teaching in Term 1. RM confirmed that they have made the decision that it will be a 2 hours a week however if all the students take that up it will be 6 hours a week.</p> <p>Due to accommodation issues some of the teaching rooms may be used by students who are not ours and suggested that to be discussed with the space committee fairly rapidly. Questions were raised by RM about cleaning, use of toilets, accessing the building, rooms, communal areas, and labs, teaching hours and safety measures.</p>
4.0	Terms of Reference Review
4.1	CB said that we update terms of references will be updated based on T100. She will just redo it when it is next discussed.
5.0	TARGET 100 (SF/GN)

5.1	<p>GN confirmed that we got the results of T100; however, we didn't have an organisation document. GN used the UCL corporate docs to adapt our own. GN is still working on it and once it is done, will ask someone to look at it. SF said that at this level, it is more important that you have existing rather than it be perfect. GN will post that up on the internet where all the other safety documents are held. SF confirmed that GN can't achieve both risk management e-learning and legionella pressurise objectives.</p> <p>The departmental hazard stage has been done. The hazard checklist hasn't been produced. SF also mentioned that everything went on lockdown, so all of those objectives are having to be changed. GN confirmed that the risk assessment to cover return to work had been done. SF said that now we are training all the departments who need to use the face mask to have their own face fit testers. SF pointed out that everyone has to complete a personal DSE, and the result will go to the line manager.</p>
5.2	<p>GN suggested that these subjects should be discussed in the safety meetings; what the health and safety objectives are? Are we achieving these? What is the process? When we have an incident, we need to identify it, have an action plan, create resolution and assign it to somebody. Also, regarding safety matters. GN will go back over some of the older safety matters just to see it as anything slipped through. GN also mentioned that we need to have a building inspection report. GN said that need to summarize any sort of accident, fire safety, hazard observations and any progress then that goes to the board to be signed off by them.</p>

6.0	NEW SAFETY INITIATIVES (ALL)
6.1	BA confirmed that the building occupancy monitoring template was released today. BA will check how often it should be monitored.
7.0	UCL SAFETY COMMUNICATION STRATEGY (SF)
7.1	SF put together a document entitled 'Campaign Presentation for Groups Safety Committee' and shared the presentation with the committee on screen in the previous meeting.
8.0	EI Return to Work: COVID-19 Post-Lockdown H&S Measures
8.1	CB asked at what point we are allowed to start moving to 50% capacity. BA said that is more of a department decision so if your control measures are good, you reviewed the risk assessment, and you find that if you went up to capacity, this decision will go from home safety committee up to your board, and they can give the ok.
8.2	CB and MG confirmed that everyone in the building is following the rules.
8.0	ANY OTHER BUSINESS (ALL)
8.1	No other business

Next EI Health & Safety Committee Meeting: 3rd November 2020