



HEALTH AND SAFETY COMMITTEE

2 November 2018

MINUTES

PRESENT:

Mr Rex Knight (<i>Convenor</i>)	Ms Katie Canada-Chwieroth	
Mr Colin Byelong	Dr Alun Coker	Mr Doug King
Mr Kelvin Gwilliam	Dr Rachel Hadi-Talab	Mr Mahmud Rahman
Mr Peter Kelly	Mr David Ladd	Mrs Elizabeth Sutton-Klein
Mrs Hayley Ramsay	Ms Fiona Ryland	

In attendance: Mrs Sheila Curtis; Mr Richard Jackson; Mr Duncan Kennedy; Mr Tony Overbury; Mrs Emma Shirbon; Ms Karen Smith.

Apologies for absence were received from: Miss Rothna Akhtar; Ms Theo Bryer; Mrs Sonia Buckingham; Ms Francesca Fryer; Mr Max Hill; Mr Brian Kavanagh; Mr Paul Stirk; Ms Kate Thornton.

Key to abbreviations

AED	Automatic External Defibrillators	DSE	Display Screen Equipment
HSC	Health and Safety Committee		
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013		

Preliminary business

1 **CONSTITUTION AND 2018-19 MEMBERSHIP; TERMS OF REFERENCE**

[PAPER 1-01 (18-19)]

1.1 **Approved** – the Minutes of the HSC meeting held on 24 July 2018 were approved.

1.2 It was agreed that the membership and terms of reference would be reviewed and the outcome sent to the convenor before the next meeting of HSC.

ACTION: Hayley Ramsay

2 **MINUTES OF THE MEETING OF 24 JULY 2018**

[HSC Min's 28-36.1, 24.07.18]

- 2.1 **Approved** – the Minutes of the HSC meeting held on 24 July 2018 were approved subject to the following additions:
- 2.2 Dr Rachel Hadi-Talab requested that ‘in view of the consistently high reported level of injuries in estates, should T100 be done for UCL Estates?’ be added to the minutes. The Deputy Head of Safety responded that the nature of the work in comparison with other departments needed to be considered and that UCL Estates were on schedule for T100 – if there were abnormally high trends of incidents they would become a higher priority.
- 2.3 Ms Theo Bryer requested that ‘the percentage of staff that have had DSE assessments’ be added. The Deputy Head of Safety said that while the DSE objective was not met in 2017-18 it would continue to be monitored at local health and safety committees and in the quarterly performance report to HSC.

3 **MATTERS ARISING FROM THE MINUTES**

[PAPER 1-02 (18-19)]

Matters for discussion

4 **DISPOSAL OF LABORATORY CHEMICALS TO DRAIN**

[PAPER 1-03 (18-19)]

HSC Minute 21, 11/04/2017

Mr Tony Overbury (Estates Sustainability Consultant) was in attendance for this item.

- 4.1 **Received** – the above paper.
- 4.2 The HSC noted the progress with this workstream and that further work is required before guidance can be written.

5 **PERMIT TO WORK SYSTEM**

[PAPER 1-04 (18-19)]

Mr Tony Overbury (UCL Estates Sustainability Consultant) was in attendance for this item.

- 5.1 **Received** – the above paper.
- 5.2 Mr Overbury described the development of the new Estates Permit System.

6 **AUTOMATIC EXTERNAL DEFIBRILLATORS AT UCL UPDATE**

[PAPER 1-05 (18-19)]

HSC Minute 19, 23/01/2018

Mrs Emma Shirbon (Environmental, Health & Safety Manager, UCL Estates) was in attendance for this item.

- 6.1 **Received** – the above paper.
- 6.2 The Committee supported the recommendations in the policy. Mrs Shirbon agreed to provide further information on how existing AEDs would be dealt with.

- 6.3 **Post-meeting note:** If a department already has an AED and is getting a replacement, the old one will be assessed to see if it is still functional; if it is, it will be given to an outlying site (to ensure that all AEDs on the main campus are of the same type). If a department that isn't being supplied with a new AED wants to have one, they can put a case for having it to Safety Services at safety@ucl.ac.uk.

7 REST AND EATING FACILITIES UPDATE

[PAPER 1-06 (18-19)]

- 7.1 This paper was not available at the time of the meeting.

8 OCCUPATIONAL HEALTH & WELLBEING ANNUAL REPORT

[PAPER 1-07 (18-19)]

Ms Karen Smith (Head of Wellbeing) was in attendance for this item.

- 8.1 Attention was drawn to the figure for the number of days of long-term absence of academic staff – this would be verified. **ACTION: Karen Smith**
- 8.2 It was noted that the categorising of departments in management referrals was not comprehensive and would be made more accurate in future reports. Ms Smith added that an update on Occupation Health and Wellbeing would be provided at the next meeting of HSC. **ACTION: Karen Smith**
- 8.3 Dr Coker suggested a joint union and management working group on stress be set up. Ms Smith advised that the Director of Occupational Health should be consulted and she would raise the matter with him. **ACTION: Max Hill**

9 OVERCROWDING IN TEACHING SPACES

[PAPER 1-08 (18-19)]

- 9.1 **Received** – the above paper.
- 9.2 The discussion focussed on the difficulty of restricting course module student numbers to room capacity and the factors combining to cause the issue.
- 9.3 The Convenor stated that the timetabling focus group that he attends would be reporting to the Senior Management Team and that this paper would be submitted as part of that report. The outcome would be related at the next meeting of HSC.

ACTION: Rex Knight/Fiona Ryland

10 QUARTERLY PERFORMANCE REPORT

[PAPER 1-09 (18-19)]

- 10.1 **Received** – the above report.

11 ANY OTHER BUSINESS

- 11.1 Clarification was sought on how vaccines would be arranged for MSc project students when funded by their department and whether Occupational Health and Wellbeing could administer these if the funding followed the students. **ACTION: Max Hill**
- 11.2 The procedure for vaccination and post-vaccination testing of staff would be confirmed at the next meeting of HSC. **ACTION: Max Hill**
- 11.3 The delay that had been experienced by principal investigators in getting their GM risk assessments finally approved had been due to the use of an external consultancy during the process of recruitment of a permanent specialist authoriser. This authoriser had recently started in post and would shortly be notifying departmental GM safety officers of the new arrangements.
- 11.4 It was requested that large agenda packs be sent out more than one week in advance with a means of navigation provided, and that web-links be provided for larger documents. The Deputy Head of Safety confirmed that this would be done. **ACTION: Hayley Ramsay**

Other matters for approval or information
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12 **UCL HEALTH AND SAFETY POLICY**

[PAPER 1-10 (18-19)]

- 12.1 **Received** – the proposed changes to the policy being the five new objectives.
- 12.2 The question of how musculoskeletal injury is assessed and notified in the RIDDOR process would be investigated and explained at the next meeting of HSC. **ACTION: Max Hill**
- 12.3 The high-hazard questionnaires for departments would be placed on the UCL Safety Services website by 17 November. **ACTION: Hayley Ramsay**

13 **ANNUAL REPORT TO COUNCIL**

[PAPER 1-11 (17-18)]

- 13.1 **Received** – a report summarising the main activities and developments within the purview of HSC since the last report to Council in October 2017.

14 **DATE OF NEXT MEETING:**

- 14.1 30 January 2019 at 2.15 pm in the Council Room.

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