



Health and Safety Committee

Covid-19 Meeting

4 June 2020, 3.00pm

Minutes

Present Members:

Ms Fiona Ryland, Chief Operating Officer (Convenor)
Dr Matthew Blain, Executive Director of Human Resources
Miss Hayley Boakes
Ms Sandra Bond
Ms Theo Bryer
Mrs Sonia Buckingham
Mr Colin Byelong
Dr Rebecca Caygill
Dr Alun Coker
Ms Sheila Curtis
Ms Francesca Fryer, Director of UCL Estates
Dr Rachel Hadi-Talab
Mr Keith Harvey
Mr Max Hill, Director of Workplace Health
Mr Richard Jackson
Ms Tansy Jones
Mr David Ladd
Dr Matt Lougher
Ms Carol Paige
Mrs Hayley Ramsay, Deputy Head of Safety
Mrs Eira Rawlings
Mr Paul Stirk, Head of Safety

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Attendees:

Prof Claire Carmalt

Mr Andy Minnis

Ms Deb Nichols

Mrs Kuen Yip Porter

Apologies:

Mr Brian Kavanagh

Part I: Preliminary Business

47 Minutes

47.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 20 May 2020.

47.2 The risk assessment wording regarding self-isolation would be amended to match the NHS guidance. The restart checklist would be added as an attachment to the risk assessment. A meeting between the trade unions and Safety Services would be arranged as soon as possible to agree the final changes to the revised generic risk assessment.

47.3 The Director of Estates agreed to facilitate communication between Estates and a trade union representative regarding ventilation in buildings.

48 Matters Arising (Paper 6-15)

48.1 Arising from minute 42.2, make clearer in the Return to Work paper the approach to areas such as temperature testing, face fit testing and agile working, and how these would be communicated.

48.2 The Convenor would confirm that this had been done.

48.3 Arising from minute 43.1, provide a list of operating departmental health and safety committees to the trade union representatives.

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48.4 This had been done.

48.5 Arising from minute 43.1, provide a list of trade union health and safety representatives to the Employee Relations Team in Human Resources.

48.6 This would be done shortly.

Part II: Strategic Items for Discussion

49 Covid 19: UCL status update

49.1 The convenor highlighted the planning for the pilot schemes where small numbers of staff could begin returning to work in selected buildings on campus, starting from the week beginning 1 June.

50 First Aider Guidance (Paper 6-16)

50.1 Kuen Yip Porter presented the paper setting out how first aid provision across campus would be undertaken during the pilot phases of returning to work and beyond. This expanded upon the arrangements described in the return to work risk assessment.

50.2 The HSC approved the requirements for returning departments and the associated guidance for first aiders.

51 Items for discussion from the Trade Unions

51.1 The DSE self-assessment guidance for line managers would be distributed to members for information once it was completed and approved. A specific generic risk assessment for home-working was being drafted by Safety Services and would be introduced for use where staff were to become home-workers permanently.

51.2 As there had been an instance of staff collecting equipment from a departmental building without authorisation it was agreed that a reminder for

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all to follow the clear, managed process for building access would be included in the next operations communication.

52 Any other business

- 52.1 If the trade unions were to submit a paper on workload to the next meeting, the Convenor would arrange for relevant management representatives to be invited to contribute to the discussion.

The meeting finished at 3.50pm

Jon Blackman

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