



Health and Safety Committee

Covid-19 Meeting

5 May 2020, 4.00pm

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
Dr Alun Coker
Ms Sheila Curtis
Ms Francesca Fryer, Director of UCL Estates
Mr Kelvin Gwilliam
Dr Rachel Hadi-Talab
Mr Keith Harvey
Mr Max Hill, Director of Workplace Health
Mr Richard Jackson
Miss Tansy Jones
Mr Brian Kavanagh
Mr David Ladd
Dr Matt Lougher
Ms Aatikah Malik
Mrs Hayley Ramsay, Deputy Head of Safety
Mrs Eira Rawlings
Mr Paul Stirk, Head of Safety

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Attendees:

Ms Shirley Fantie

Mr Andy Minnis

Ms Deb Nichols

Ms Karen Smith

Apologies:

Mr Colin Byelong

Dr Rebecca Caygill

Ms Carol Paige

Part I: Preliminary Business

33 Minutes

33.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 7 April 2020.

34 Matters Arising (Paper 4-08)

34.1 Arising from minute 24.19, provide feedback on a potential failing in the PEEP process so that this may be appropriately investigated by Safety Services.

34.2 An update would be provided at the next meeting.

Part II: Strategic Items for Discussion

35 Covid 19: UCL status update

35.1 The Convenor reported that as most staff would be continuing to work at home she had taken two actions, firstly to find out if workstation equipment (such as monitors and those workplace chairs that had been specially purchased for staff in the past) could be delivered to staff at home; and secondly to arrange for a catalogue of workstation equipment to be made available, from which items could be requested and provided in the most cost-effective way according to the department's arrangements.

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36 Agenda items for Covid-19 meetings of the HSC

36A Home working and DSE

36A.1 The Head of Safety stated that all staff and post graduates would be issued with a new workstation self-assessment via riskNET, so that any issues could be forwarded to their manager for action, including provision of necessary equipment from the approved catalogue. It was expected that the system would be in place within two weeks, allowing for updating of the question set, import of the latest HR data and mapping against the UCL organisational structure in riskNET.

36A.2 It was agreed that Communications and Marketing would be contacted to arrange for the inclusion of the following information in the daily Covid-19 update: reiteration that small workstation items costing under £50 could be purchased now; the UCL website location of the policy on purchasing workstation items; and the UCL website location of the ISD equipment catalogue. The Executive Director of Human Resources would also ensure this information would be included in the operational update for managers.

36B COVID-19 generic risk assessment

36B.1 Feedback would be provided to the Head of Safety and the amended risk assessment would be brought to the next meeting. The convenor would also request those academics that she knew those academics whose research work relates to continuing work at UCL during the COVID-19 Pandemic to provide feedback to the Head of Safety.

36C Review of corporate objectives

36C.1 The Head of Safety would revise the 2019/20 annual safety objectives to make them relevant to the current crisis and bring them to the next meeting.

36D Returning to on-site working

36D.1 Mr Ian Dancy would attend the next meeting to discuss the plans for returning to on-site working and the work being conducted by the Gold, Silver, Aquamarine and Sapphire leadership teams.

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36E Face fit testing

36E.1 It was suggested that those departments who needed to undertake regular testing could have staff trained as face fit testers. The training would be arranged by Safety Services. UCL's position on PPE had yet to be established but would be published once the government had confirmed their advice.

36F Responsible Risk Management eLearning

36F.1 Production of the course was nearing completion and early testing would now be undertaken.

37 Items for discussion from the Trade Unions

37.1 These had been covered in the previous discussion except for the matter of site security, where concern was expressed over the effects of the reduced on-site security presence for the safety of lone workers. The Director of Estates would raise the matter with the Security Manager. The level of security cover had been agreed based on risk assessment, and lone workers should follow their department's process for lone working to ensure that Security were aware of their presence on site.

38 Any other business

The meeting finished at 5.00pm

Jon Blackman

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