



HEALTH AND SAFETY COMMITTEE

7 May 2019

MINUTES

PRESENT:

Ms Theo Bryer	Ms Fiona Ryland (<i>Convenor</i>)	Dr Alun Coker
Ms Francesca Fryer	Ms Katie Canada-Chwieroth	Mr Keith Harvey
Mr Max Hill	Dr Rachel Hadi-Talab	Mr Dominick Kelly
Mr David Ladd	Mr Brian Kavanagh	Mr Mahmud Rahman
Mrs Hayley Ramsay	Dr Matt Lougher	Mr Paul Stirk
Mrs Elizabeth Sutton-Klein	Mrs Eira Rawlings	
	Mr Peter Warwick	

In attendance: Ms Shirley Fantie; Mr Richard Jackson; Ms Sian Minett; Mr Andy Minnis; Ms Louise Raynham.

Apologies for absence were received from: Miss Rothna Akhtar; Mrs Sonia Buckingham; Mr Kelvin Gwilliam.

Key to abbreviations

AED	Automatic External Defibrillators	CAM	Communications & Marketing
DSE	Display Screen Equipment	HSC	Health and Safety Committee
PSLT	Professional Services Leadership Team	PHE	Public Health England
SMT	Senior Management Team		

Preliminary business

26 MEMBERSHIP

- 26.1 Dr Matt Lougher had replaced Mr Paul Cassell as an appointed member, representing the London School of Nanotechnology.

27 MINUTES OF THE MEETING OF 30 JANUARY 2019

- 27.1 **Approved** – the Minutes of the HSC meeting held on 30 January 2019 [*HSC Min's 15-25, 30.01.19*].

28 **MATTERS ARISING FROM THE MINUTES**
[PAPER 3-16 (18-19)]

Matters for discussion

29 **OVERCROWDING IN TEACHING SPACES**

*Ms Sian Minett (Director, Estates Portfolio & Business Services) was in attendance for this item.
HSC Minute 17A, 30/01/2019*

29.1 **Received** – a verbal update.

29.2 The committee would be advised of the number of occupancy sensors that had been installed. **ACTION: Sian Minett**

29.3 It was agreed that there should be a reinforcement of the ‘five minutes to / five minutes past’ ruling for entering and exiting lecture theatres and classrooms. **ACTION: Fiona Ryland**

29.4 Action would be taken to make sure lecturers were aware that they are responsible for the safety of students during their lectures or seminars. **ACTION: Fiona Ryland**

29.5 It was added that the above matter could be included in the SafetyMatters and Exchange newsletters. **ACTION: Paul Stirk**

30 **SMOKE-FREE CAMPUS**

*Mr Richard Jackson (Director, Sustainability) was in attendance for this item.
HSC Minute 24B, 30/01/2019*

30.1 **Received** – a verbal update.

30.2 Following the consultation, the Smoke Free Campus steering group will review the comments received and prepare a final proposal for SMT to discuss. Their aim is to have a final scheme in place and ready to launch in the new academic year 2019/20.

31 **AEDs UPDATE**

*Mr Richard Jackson (Director, Sustainability) was in attendance for this item.
HSC Minute 6, 02/11/2018*

31.1 **Received** – a verbal update.

31.2 Security staff are being trained in the use of AEDs and a planned maintenance schedule had been implemented. Encouraging first-aiders to add to their phones the GoodSAM app, which alerts users to the need of AED from members of the public in the vicinity of UCL, is being explored by UCL Estates with Safety Services.

- 31.3 Area Facilities Management teams are to be asked to mention the AEDs at building users group meetings and Safety Services are to be asked to include information about the installation of the AEDs in the SafetyMatters newsletter.
- 31.3 Safety Services had been asked to look into providing first aiders with details of the locations of AEDs.
- 31.4 AED locations had been added to campus maps and the UCL student app UCLGO, and a web site had been introduced with AEDs locations given on a Google Maps with operating instructions and details of an online training session. The address is <https://www.ucl.ac.uk/estates/safety-ucl/defibrillators>

32 **EATING SPACES**

[PAPER 3-17 (18-19)]

*Ms Louise Raynham (Facilities Manager, Central Campus) was in attendance for this item.
HSC Minute 4, 26/10/2017*

- 32.1 **Received** – the above paper.
- 32.2 It was reported that provision of eating and rest spaces was adequate for staff but could be seen as inadequate for students, particularly with regard to access to facilities close to where they are studying, access to a means of heating up their own food and to hot water. Reservations were expressed by members about the adequacy of staff provision, with examples of people resorting to working in rest facilities due to agile workspaces being unavailable. The benefit of dedicated staff rooms was emphasised.
- 32.3 Concerns were raised about the lack of provision of eating and rest facilities in the Institute of Education. It was reported that there was a comprehensive programme of refurbishment planned for the institute which would address these issues. An Estates review would look at the lack of eating spaces generally.
- 32.4 For the next meeting of HSC a wider-ranging report on eating spaces would be produced that would include footfall, building occupancy and capacity, and ratios. The Student Union would be happy to assist in its production.

ACTION: Louise Raynham

33 **QUARTERLY PERFORMANCE REPORT**

[PAPER 3-18 (18-19)]

Mr Andy Minnis (Safety Adviser) and Ms Shirley Fantie (Safety Adviser) were in attendance for this item.

- 33.1 **Received** – the above report.
- 33.2 The failing health and safety objective, where departments must have a record of Legionella awareness training, would be presented at the Professional Services Leadership Team (PSLT) meeting for discussion on ways of improving compliance.
ACTION: Paul Stirk/Fiona Ryland
- 33.3 It was proposed that a Communications & Marketing (CAM) representative be included in the membership of HSC, to help with areas such as improving awareness of completion of DSE assessments, closure of incident reports and

the importance of reporting all health and safety-related incidents.

ACTION: Fiona Ryland

33.5 It was requested that a proposal that it be made mandatory for all risk assessments to be entered on riskNET be brought to the next meeting of HSC.

ACTION: Paul Stirk

33.6 The potential risks from incidents would be included in a report for the Senior Management Team (SMT) meeting.

ACTION: Paul Stirk

34 **LEGISLATION AND ENFORCEMENT AGENCIES UPDATE**

[PAPER 3-19 (18-19)]

34.1 **Received** – the above report.

34.2 The changes to health and safety legislation and the activities of enforcement agencies at UCL for the period January-March 2019 were summarised.

35 **VACCINATION TESTING**

[PAPER 3-20 (18-19)]

HSC Minute 11, 02/11/2018

35.1 **Received** – the above report.

35.2 Until there is updated advice published by Public Health England (PHE), Occupational Health and Wellbeing will continue to offer all staff five-year booster doses of hepatitis B vaccination.

36 **ANY OTHER BUSINESS**

36.1 The Committee thanked the outgoing sabbatical officers from the Student Union for their valued contribution.

36.2 The lead UCL safety adviser for the Institute of Education would liaise with their safety trade union representative on the HSC to address health and safety short-comings in the institute with the Head of Department.

ACTION: Hayley Ramsay

Other matters for approval or information
--

37 **DATE OF NEXT MEETING:**

37.1 23 July 2019 at 2.00 pm in Chadwick Building G07.

JON BLACKMAN
Secretary to HSC
Tel: +44(0) 020 3108 8591
E-mail: jonathan.blackman@ucl.ac.uk
9 May 2019