



## HEALTH AND SAFETY COMMITTEE

Tuesday 7 June 2011

### MINUTES

PRESENT:  
Mr Rex Knight (Convenor)

Ms Cathy Brown	Ms Sue Chick	Mr Mike Cresswell
Dr Tom Crummey	Ms Jillian Deans	Dr Helen Donoghue
Ms Angela Graneek	Ms Jenny Head	Mr Javed Khanzada
Mr David Ladd	Mr Richard Marguerie	Mr Paul Stirk
Mr Nigel Waugh		

Apologies received from: Mr Andrew Grainger, Dr Robyn Hay-Motherwell, Ms Louisa Johnson, Mr Bill Lehm.  
In attendance: Mr Stephen Tidmarsh, Mrs Emma Shirbon, Mr Martin Prout, Mr Simon Cooke.

*Key to abbreviations used in these Minutes:*

HSC	Health and Safety Committee	STRaW	Stress, Resilience & Well Being Sub Committee
UCU	University and College Union	USHA	Universities Safety and Health Association

#### 24 MINUTES

**Approved:**

- 24.1 The Minutes of the meeting of the Health and Safety Committee held on 15 March 2011 [HSC Minutes 13-23, 15/03/11], circulated previously, were confirmed and signed by the Convenor.

#### 25 MATTERS ARISING

25A **Stress, Resilience and Well-being Sub-committee (STRaW)**

- 25A.1 The final draft of the Do's and Don'ts list for Managers will be presented by the Director of Human Resources at the meeting of STRaW on 9 June. **[Action: Nigel Waugh]**

25B **Membership of HSC**

25B.1 A meeting will be arranged by the Convenor to discuss faculty/school representation on the HSC with the trade union safety representatives. **[Action: Rex Knight/TUs]**

## 26 EMPLOYEE ASSISTANCE PROGRAMME PRESENTATION

26.1 Richard Fox, UK and Ireland Account Manager from Workplace Options, gave an overview of the Employee Assistance Programme, which is provided by UCL to support its staff and managers.

## 27 MATTERS RAISED BY THE TRADE UNIONS

### 27A.1 UCU

**Noted:**

27A.2 UCU wished to raise their concern about the widespread move to open plan offices which in their view appeared to be implemented without reference to health and safety issues. Some of these issues in addition to hot-desking were noise, ventilation and the impact of such changes on staff wellbeing, leading to stress.

**Discussion:**

27A.3 UCU were concerned that risk assessment and consultation with trade union safety representatives had not occurred at the design stage of office reorganisations and moves. The Head of Safety stated that health and safety standards are being adhered to in the programme and have generally been well-received, with people able to raise concerns locally. Hot-desking was rare. The Convenor believed that there was no need to change the current practice.

### 27B1. Unison

**Noted:**

27B.2 Unison wished to seek assurance from the HSC that Health & Safety consultations with trade unions should be integral components of outsourcing proposals at UCL, UCL's legal obligations regarding them, how they affect UCL's organisational structure, and the risks to UCL employees as a result of them.

**Discussion:**

27B.3 The Director of Human Resources assured the trade union representatives that UCL would fully comply with its legal obligations regarding outsourced staff and would consult with the trade unions about the outsourcing proposals. In response to a query from UCU, the Head of Safety confirmed that it is UCL's responsibility to provide outsourced staff with appropriate health and safety information.

## 28 CHANGES TO GM ARRANGEMENTS

**Received:**

28.1 A report from the Deputy Head of Safety at APPENDIX HSC 3/12 (10-11).

**Discussion:**

- 28.2 In response to a query from UCU the Deputy Head of Safety confirmed that specialist advice would be sought when necessary from among the membership of the proposed new committee, which will include post-graduate institute representatives.

**Approved:**

- 28.3 The proposed changes in the above report.

29 **QUARTERLY PERFORMANCE REPORT**

**Received:**

- 29.1 The above report was presented by a Safety Adviser and the Head of Safety at APPENDIX HSC 3/13 (10-11).

**Discussion:**

- 29.2 Regarding the RIDDOR report of an incident at the Royal Free, the UCU representative agreed to liaise with the Deputy Head of Safety in the matter of auditing that the recommendations are taken on board.

30 **TRAFFIC MANAGEMENT PLAN**

**Received:**

- 30.1 The above plan from the Safety Manager (Construction, Maintenance & Fire Safety).

**Discussion:**

- 30.2 In response to a query from UCU regarding how severity of harm is defined [page 5 item 5.0 of the appendix relates], the Safety Manager (Construction, Maintenance & Fire Safety) agreed to provide a definition in the document. **[Action: Emma Shirbon]**

- 30.3 As a result of committee members voicing concerns on the issues of:

- effect on departments of restrictions on deliveries
- speed of delivery vehicles
- timescales relating to risk assessment

the Convenor requested that Committee members send detailed comments on the plan by email to the Safety Manager (Construction, Maintenance & Fire Safety). **[Action: all]**

- 30.4 The revised traffic management plan is to be submitted for approval at the next meeting. **[Action: Emma Shirbon]**

- 30.5 The Safety Manager (Construction, Maintenance & Fire Safety) confirmed that while there were currently no signs about deliveries on the main gates, new signage was being designed and should be in place by the end of the summer.

### 31 CONTROL OF LEGIONELLA STANDARD

**Received:**

31.1 The above standard from the Safety Manager (Construction, Maintenance & Fire Safety).

**Approved:**

31.2 The above standard.

### 32 MANAGEMENT OF FIRE SAFETY STANDARD

**Received:**

32.1 The above revised standard from the Safety Manager (Construction, Maintenance & Fire Safety).

**Approved:**

32.2 The above standard.

### 33 ISSUES ARISING FROM RELATED COMMITTEES

**Noted:**

33.1 No issues have been requested to be tabled from the following committees:

- Ionising Radiations Safety Management Committee
- Departmental Safety Committees
- Stress, Resilience and Well-being Sub-Committee

### 32 ANY OTHER BUSINESS

### 33 DATE OF NEXT MEETING

**Noted:**

33.1 The proposed meeting dates for 2011-12 are all at **2.00 pm**. It is hoped that the location will be the **South Wing Council Room** but this is yet to be confirmed.

**Tuesday 11 October 2011**  
**Tuesday 24 January 2012**

**Tuesday 8 May 2012**  
**Tuesday 24 July 2012**

JON BLACKMAN

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27 May 2011