



HEALTH AND SAFETY COMMITTEE

Tuesday 8 May 2012

MINUTES

PRESENT:

Mr Rex Knight (Convenor)

Ms Lesley Alterman	Mr Yassin Benserghin	Ms Cathy Brown
Ms Sue Chick	Mr Mike Cresswell	Ms Rachel Eyre
Ms Angela Graneek	Dr Frederique Guesdon	Dr Robyn Hay-Motherwell
Mr Peter Kelly	Mr Javed Khanzada	Mr Doug King
Mr David Ladd		

In attendance: Mrs Rhona Brown, Mr Colin Skeete, Mr Steve Tidmarsh, Mrs Kuen Yip-Porter
Apologies received from: Mrs Sonia Buckingham, Mr Andrew Grainger, Ms Jenny Head, Mr Tim Rees-Jones, Mr Nigel Waugh

Key to abbreviations used in this Agenda

ACoP	Approved Code of Practice	DSE	Display Screen Equipment
DSO	Departmental Safety Officer	HSC	Health and Safety Committee
UCU	University College Union		

26 MEMBERSHIP

Noted:

26.1 Mr Yassin Benserghin had replaced Mr Bill Lehm as a Unison representative.

27 MINUTES

Approved:

27.1 The Minutes of the meeting of HSC held on 24 January 2012 [*HSC minutes 10-25.1, 2011-12*], circulated previously, were confirmed by the HSC and signed by the Convenor.

28 MATTERS ARISING FROM THE MINUTES

Noted:

28A Asbestos Management Plan

28A.1 In response to queries from a UCU representative, the Safety Manager (Construction, Maintenance and Fire) had removed the lower risk reference from item 5.4.3 and specifically stated the items that would be monitored biannually.

28A.2 The UCL Asbestos Management Plan document had recently been updated to reflect the new Control of Asbestos Regulations 2012. It is now revision 5. The changes to the document were minor as the principal duties have remained the same under the new legislation.

28A.3 In practice the changes meant that some types of non-licensed work with asbestos would now have additional requirements, i.e. notification of work, medical surveillance and record keeping. These will all be managed by our specialist contractors. All other requirements remain unchanged.

29 MONITORING

29A Quarterly Performance Report

Received:

29A.1 The above report from a safety adviser at APPENDIX HSC 3/15 (11-12).

Discussion:

29A.2 In response to the convenor's query regarding the provision of a central source of information on noise awareness (mentioned in Summary of Findings in the Noise Audit section of the report), the Head of Safety stated that the information on the Safety website was under review and the information on Noise will be updated in a more user-friendly format as a priority in the coming year.

29B Inspection Report – Gases

Received:

29B.1 A report from a safety adviser at APPENDIX HSC 3/16 (11-12).

30 DEVELOPMENTS

30A Senior Management Training

Received:

30A.1 A report from the Head of Safety on final proposals following trials in UCL Estates, at APPENDIX HSC 3/17 (11-12).

Approved:

30A.2 The HSC approved the training proposals in the report following the Head of Safety's explanation of the main features.

30B Training Development Programme Status

Received:

30B.1 An update report from the Safety Training Manager at APPENDIX HSC 3/18 (11-12). This will become a standard item in the Quarterly Report.

31 RISKNET

Received:

31.1 An update from the Head of Safety.

Reported:

31.2 The Head of Safety reported that the DSE module had been successfully introduced on riskNET. A number of DSOs had been consulted in the design of the inspection module, to ensure ease of access for users of the tool. The system is being updated to incorporate the online submission of genetic modification risk assessments and the responsibilities module. The latter will enable departments to identify what resources are required in particular areas, for example fire evacuation marshal and first aid provision cover. The risk assessment modules will be available for use by all users for any situation.

32 DISPLAY SCREEN EQUIPMENT

Received:

32.1 The UCL Safety Standard *Display Screen Equipment: managing the risks*, by a Safety Adviser at APPENDIX HSC 3/19 (11-12). This will replace the current UCL DSE ACoP. The revision has changed the document style and incorporated the use of the riskNET DSE self-assessment tool.

32.2 Supplementary guidance *Working at Home with Display Screen Equipment* at APPENDIX HSC 3/20 (11-12). This guidance describes the arrangements that Departments must have in place for staff who work at home, whether regularly or infrequently, as defined by UCL's Work Life Balance Policy.

Noted:

32.3 A further supplementary guidance document *Working with Portable DSE* is being prepared and will be presented to HSC at the next meeting.

32.4 The Display Screen Equipment Standard, guidance and all relevant information will be published on SafetyNET using the new webpage style. The draft page can be found at the following link: <http://www.ucl.ac.uk/estates/sstest1/dse/index.htm>

Discussion:

32.5 Regarding point 13 of the UCL Safety Standard, a Unite representative enquired if the review of a risk assessment in the case of a disabled user should be only be undertaken by an assessor trained to work with people with disabilities. The safety adviser confirmed that this was the case and she would update the guidance accordingly.
[Action: Rhona Brown]

32.6 It was confirmed that where a UCL employee is working for an organisation where UK Regulations apply, it was the duty of UCL to ensure that the organisation was compliant with the regulations. For work outside of UK jurisdiction UCL expects the relevant legislation or the UCL standard to be applied, whichever sets the higher standard.

32.7 An academic representative enquired if the risk assessment of the use of iPads and laptops was addressed in the ACoP. The safety adviser reported that this would be covered in the *Working with Portable DSE* guidance.

Approved:

32.8 The HSC approved the above documents subject to the noted minor amendment.

33 **MATTERS RAISED BY THE TRADE UNIONS**

Reported:

33.1 Unite reported that staff are experiencing problems when ordering prescription safety glasses.

Discussion:

33.2 A Safety adviser commented that since the transfer of the administration of the prescription safety glasses from Safety Services to Procurement Services there had been no information available to staff regarding the application process. The Head of Safety added that Safety Services would contact Procurement Services to try to solve the problem. **[Action: Paul Stirk]**

34 **STRESS AND WELL-BEING**

Noted:

34.1 Reports relating to sickness absence, the 'data dashboard', uptake of physiotherapy service and the annual EAP report, would be presented to the July HSC meeting in the context of the quarterly performance report.

35 **ISSUES ARISING FROM RELATED COMMITTEES**

35.1 No issues were forwarded for discussion from the following committees:

- Ionising Radiations Safety Management Committee
- Genetic Modification Safety Committee
- Departmental Safety Committees

36 **ANY OTHER BUSINESS**

Approved:

- 36.1 The addition to the HSC membership of an academic representative from the Division of Biosciences. The Convenor is to confirm the name of the appointed person with the secretary. **[Action: Rex Knight]**

37 **DATE OF NEXT MEETING**

To note:

- 37.1 The next scheduled meeting of the HSC will take place on **Monday 16 July 2012** at **2.00 pm** in the **Council Room**.

JON BLACKMAN
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17 May 2012