



HEALTH AND SAFETY COMMITTEE

8 October 2013

MINUTES

PRESENT:

Mrs Sonia Buckingham
Mr Matthew Grigson
[REDACTED]
Mr Richard Marguerie

Mr Rex Knight (*Convenor*)
Ms Sue Chick
Dr Frederique Guesdon
Mr Doug King
Mr Paul Stirk

Mr Andrew Grainger
Mr Peter Kelly
Mr David Ladd
Mr Ian Watts

In attendance:

Professor Ivan Parkin and Professor Alethea Tabor for Minute 4; Mr Steve Tidmarsh and Mr Simon Cooke for Minute 5.

Apologies for absence were received from Ms Lesley Alterman, Mr Zayyan Butt, Ms Jillian Deans, Ms Angela Graneek, Ms Katie Kokkinou, Mr Nigel Waugh.

Key to abbreviations:

HSC Health and Safety Committee

SoP School of Pharmacy

Preliminary Business

1 CONSTITUTION AND 2013-14 MEMBERSHIP; TERMS OF REFERENCE

Noted:

- 1.1 The constitution and 2013– 2014 membership and terms of reference of the Committee at HSC 1-1 (13-14).
- 1.2 Mrs Sonia Theodoric had withdrawn as Observer for the trade union Unison.

2 MINUTES OF THE MEETING OF 16 JULY 2013

Confirmed:

- 2.1 The Minutes of the meeting of HSC held on 16 July 2013 [*HSC Mins 32- 42.1, 16.07.13*].

3 MATTERS ARISING FROM THE MINUTES

Business for Discussion

4 FIRE IN CHEMISTRY BUILDING

Noted:

- 4.1 A verbal report from Professor Ivan Parkin and Professor Alethea Tabor on the above incident which occurred on 17 July 2013 (mentioned at item 3 in HSC 1-2).

Discussion:

- 4.2 The events, actions taken and response were described. The department is ensuring that staff are trained in the use of fire extinguishers and is recommending the adoption of a specific disposal method in UCL for the chemical involved in the fire. The final investigation report and recommendations will be brought to the next committee meeting.

ACTION: Paul Stirk

5 QUARTERLY PERFORMANCE REPORT

Noted:

- 5.1 A report at HSC 1-2 (13-14).

Other Business for Approval or Information

6 UCL HEALTH AND SAFETY POLICY

Discussion:

- 6.1 In response to a request from a Unite representative, it was agreed that the KPMG Health and Safety audit report dated June 2013 would be made available to the Committee.

ACTION: Paul Stirk

- 6.2 It was agreed that the flow chart in the policy be amended to show reporting accountability back up the line management chain.

ACTION: Paul Stirk

Approved:

- 6.3 Subject to the amendment above, a revised policy at HSC 1-3 (13-14), for forwarding to the next scheduled meeting of Council, on 27 November, for formal approval.

7 ANNUAL REPORT TO COUNCIL

Discussion:

- 7.1 In response to a request from a Unite representative, it was agreed that future formal Notices issued by London Fire Brigade would be made available to the Committee.

ACTION: Paul Stirk

7.2 It was agreed that an explanation be added to the report of what the organisation Euratom is and how their intervention relates to a low-risk process.

ACTION: Paul Stirk

7.3 In response to a request by a Unite representative for a timescale for the response to recommendations for improvement resulting from the audit of the School of Pharmacy (SoP), the Head of Safety stated that an action plan was in development by the SoP and by Estates and an update would be brought to the next HSC.

ACTION: Paul Stirk

Approved:

7.4 Subject to the amendment above, the Health and Safety Committee annual report at HSC 1-4 (13-14), for forwarding to the next scheduled meeting of Council, on 27 November, for formal approval.

8 MATTERS FROM RELATED COMMITTEES

To note:

8.1 There are no items to be raised from the following committees:

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

9 ANY OTHER BUSINESS

10 DATE OF NEXT MEETING

To note:

10.1 The next meeting of HSC is scheduled for **Tuesday 28 January 2014 at 2.00 p.m. in South Wing, Council Room.**

JON BLACKMAN
Safety Services

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10 October 2013