



## HEALTH AND SAFETY COMMITTEE

11 April 2017

### MINUTES

*PRESENT:*

Ms Theo Bryer	Mr Rex Knight ( <i>Convenor</i> )	Mrs Vanessa Curtis
Ms Jillian Deans	Dr Alun Coker	Mr Peter Kelly
Mr Duncan Kennedy	Mr Brian Kavanagh	Mr David Ladd
Ms Tamsin Piper	Mr Doug King	
	Mrs Elizabeth Sutton-Klein	

*In attendance:* Mr Simon Cooke (Fire Safety Manager), Mr Matt Hall (Safety Adviser), Mr Richard Jackson (Director, Sustainability), Dr Mike Lockyer (Radiation Protection Officer), Mr Tony Overbury (Sustainability), Mr Steve Tidmarsh (Safety Adviser).

*Apologies for absence were received from:* Miss Mehjabin Ahmed, Mrs Sonia Buckingham, Ms Katie Canada-Chwieroth, Mr Andrew Grainger, Mr Max Hill, Mr Paul Stirk, Ms Kate Thornton.

*Key to abbreviations*

DRI	Dementia Research Institute	HR	Human Resources
HSC	Health and Safety Committee	HTA	Human Tissue Act
UCU	University and College Union		

### Preliminary business

#### 17 MEMBERSHIP

17.1 **Noted** – Ms Kate Thornton had replaced Ms Lesley Alterman as appointed member for the Institute for Child Health; Ms Katie Canada-Chwieroth had replaced Ms Cathy Brown as appointed member for School of Laws, Arts and Social Sciences; Mr Michael Cresswell, a Safety Representative from Unite, had left.

#### 18 MINUTES OF THE MEETING OF 18 OCTOBER 2016

18.1 **Approved** – the Minutes of the HSC meeting held on 18 October 2016 [*HSC Mins 1-16, 18.10.16*].

#### 19 MATTERS ARISING FROM THE MINUTES

**Matters for discussion**

20 **UPDATE ON HEATING/COOLING ISSUES**

*[PAPER 3-02]*

*Mr Richard Jackson (Director, Sustainability) was in attendance for this item.*

20.1 **Received** – the above report.

20.2 In response to points raised by trade union representatives regarding providing acceptable heating levels in localised working environments where there had been over-heating or out of hours heating, the Director, Sustainability stated that UCL Estates were seeking to find localised solutions to establish guidelines with flexibility to allow for differing environments.

20.3 The Unison representative emphasised that there should be a cut-off point in situations where there were excessive temperatures, where managers could divert staff to a different place or a strategy be put in place to resolve the over-heating problem. Also failings in communication were highlighted in terms of planning and notification in advance of out-of-hours working. It was also felt that the current guidance offered to managers was too focussed on office-type activities and that consideration would need to be given to guidance for laboratory staff/work.

20.4 The Director, Sustainability stated that the report would be reviewed by Estates in light of the comments received at the committee. The Convenor added that this matter would continue to be monitored over the coming months.

**ACTION: Richard Jackson**

21 **DISPOSAL OF NON-HAZARDOUS CHEMICAL WASTE**

*[PAPER 3-03]*

*Mr Tony Overbury (Sustainability) was in attendance for this item.*

21.1 **Received** – a report from Estates Sustainability.

21.2 The background and proposed change in approach was outlined. The setting up of a task-and-finish expert working group was approved with Mr Brian Kavanagh and Ms Tamsin Piper volunteering to join.

21.3 It was agreed that the task-and-finish expert working group would explore the proposed options and bring their recommendations to the next meeting of the Committee.

**ACTION: Tony Overbury**

22 **DRONE OPERATIONS STANDARD**

*[PAPER 3-04]*

*Mr Simon Cooke (Fire Safety Manager) was in attendance for this item.*

22.1 **Received** – the above standard and guidance.

22.2 The Fire Safety Manager summarised the standard and guidance including a permissioning procedure.

22.3 **Approved** – the above standard and guidance.

23 **CHANGES TO FIRE DRILL DELIVERY AT UCL**

*[PAPER 3-05]*

*Mr Simon Cooke (Fire Safety Manager) was in attendance for this item.*

23.1 **Received** – a proposal for the above.

23.2 The Fire Safety Manager detailed the changes to drill delivery at UCL, with full-evacuation fire drills to take place in line with the building risk profile, supplemented with targeted non-evacuation drills to ensure equivalence with the current arrangements.

24 **SCHOOL OF PHARMACY HYDROGEN INCIDENT**

*[PAPER 3-06]*

*Mr Matt Hall (Safety Adviser) was in attendance for this item*

24.1 **Received** – a report on the above.

24.2 The incident was described and recommendations explained, including the recommendations for management controls of future installations of hazardous gases and the control of compressed gases that have been made and agreed with the School of Pharmacy. Safety Services plan to audit the arrangements for the safe use of hazardous gases (flammables, toxics and asphyxiants) at UCL.

25 **CHANGES OF USE IN CRUCIFORM BUILDING**

*[PAPER 3-07]*

25.1 **Received** – a report

25.2 The trade union representative for UCU stated his concerns regarding the redevelopment of the Cruciform interactive wing which houses the Cruciform café, including closure of the café, the effect of a likely repeat of the excessive temperatures experienced last summer and the increased workload for existing staff.

25.3 The Director, Sustainability confirmed that the failures that had resulted in the over-heating had been identified and were to be addressed. It was agreed that the trade union representative would discuss his concerns with the Estates project manager.

*[Post-meeting note: the project officer had arranged for the infrastructure matters to be placed on the Estates Board for the Interim DRI hub]*

26 **STRESS AND WORKLOAD**

*[PAPER 3-08]*

26.1 **Received** – the above named report.

26.2 A trade union representative for UCU made a request for more regular reporting of stress and workload issues.

26.3 It was noted that that one suggested source of information, exit interviews, were not currently captured but this could be pursued by HR. It was agreed that relevant data from HR should be included in the quarterly performance report at the next meeting. **ACTION: Steve Tidmarsh**

27 **QUARTERLY PERFORMANCE REPORT**

[PAPER 3-09]

Mr Steve Tidmarsh (Safety Adviser) was in attendance for this item.

27.1 **Received** – the above named report.

27.2 It was requested that in future the bar charts contain directly comparable graphs and that the categories be in the same order in charts being compared.

**ACTION: Steve Tidmarsh**

<p style="text-align: center;"><b>Other matters for approval or information</b></p>
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28 **IMMUNISATION ARRANGEMENTS FOR MSC AND BSC STUDENTS**

[PAPER 3-10]

28.1 **Received** – a report on the above.

28.2 The Deputy Head of Safety outlined new guidance on the risks of working with human tissue to raise awareness of both ethical and safety risks. It had been identified that that UCL MSc students have been working with human tissue, and there does not appear to be a robust system in place to ensure that they are asked if they are vaccinated against hepatitis B. Draft guidance covering HTA and infection risks had been prepared and discussions were ongoing as to how costs of immunisation for students might be met.

29 **IONISING RADIATION REGULATIONS 2017**

[PAPER 3-11]

29.1 **Received** – a report on the above.

29.2 The Radiation Protection Officer reported on the implications of the new regulations, summarising that the regulatory changes would require a significant input of information over a relatively short period of time, with associated initial extra costs, and subsequent but lower renewal costs.

29.3 It is likely that HSE inspections, which have over the last several years been largely reactive, may become more proactive adding a significant extra burden to the already active annual inspection regime by the Environment Agency.

**30 DATE OF NEXT MEETING:**

30.1 18 July 2017 at 2.00 pm

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