



HEALTH AND SAFETY COMMITTEE

Tuesday 11 October 2011

MINUTES

PRESENT:

Mr Rex Knight (Convenor)

Ms Lesley Alterman	Ms Cathy Brown	Mrs Sonia Buckingham
Ms Sue Chick	Mr Mike Cresswell	Ms Rachel Eyre
Mr Andrew Grainger	Dr Frederique Guesdon	Dr Robyn Hay-Motherwell
Mr Peter Kelly	Mr Javed Khanzada	Mr Doug King
Mr David Ladd	Mr Bill Lehm	Mr Paul Stirk
Mr Nigel Waugh		

Apologies received from: Dr Helen Donoghue, Ms Angela Graneek, Ms Jenny Head, Mr Tim Rees-Jones
In attendance: Mr Stephen Tidmarsh

Key to abbreviations used in these Minutes:

HSC Health and Safety Committee

1 CONSTITUTION AND 2011-12 MEMBERSHIP

Approved:

- 1.1 The terms of reference for the Health and Safety Committee 2011– 2012 at APPENDIX HSC 1/01 (11-12).
- 1.2 The constitution and 2011– 2012 membership of the Health and Safety Committee at APPENDIX HSC 1/02 (11-12) [subject to amendment made in the attached APPENDIX HSC 1/06 (11-12)]

2 MINUTES

Approved:

- 2.1 The Minutes of the meeting of HSC held on 7 June 2011 [*HSC minutes 24-33, 2011-12*], circulated previously, were confirmed by the HSC and signed by the Convenor.

3 MATTERS ARISING FROM THE MINUTES

3A SAFETY MANAGEMENT AND CONSULTATION AT UCL

[HSC Min 25B.1, 07/06/11]

Noted:

3A.1 After consultation at Senior Management Team the Convenor produced a list of faculty representatives which was sent to the trade union safety representatives for comment.

3B TRAFFIC MANAGEMENT PLAN

[HSC Min 30, 07/06/11]

Noted:

3B.1 Due to the potential impact on departments within UCL, extensive consultation is being sought through the departmental safety committees with the aim of presenting a final report and recommendations at the next HSC.

4 STATEMENT OF SAFETY POLICY

Received:

4.1 A draft revised policy at APPENDIX HSC 1/03 (11-12).

Approved:

4.2 The above [with amended page 6 at APPENDIX HSC 1/07 (11-12)].

5 ANNUAL REPORT TO COUNCIL

Received:

5.1 The above report at APPENDIX HSC 1/04 (11-12)

Approved:

5.3 The above.

6 QUARTERLY PERFORMANCE REPORT

Received:

6.1 The above report was presented by a Safety Adviser from Safety Services at APPENDIX HSC 1/05 (11-12).

Discussion:

- 6.2 Regarding Business Continuity Management the Head of Safety added that Safety Services would shortly be embarking on a programme involving all departments to improve their business continuity plans.

7 ISSUES ARISING FROM RELATED COMMITTEES

Noted:

- 7.1 No issues were tabled from the following committees:

- Stress and Wellbeing Committee
- Ionising Radiations Safety Management Committee
- Genetic Modification Safety Committee
- Departmental Safety Committees

8 ANY OTHER BUSINESS

9 DATE OF NEXT MEETING

Noted:

- 9.1 The next scheduled meeting of HSC will take place on **Tuesday 24 January 2012** at **2.00 pm** in the **Council Room**. The remaining dates for 2012 (8 May and 24 July) will also be in the Council Room.

JON BLACKMAN
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4 November 2011