



HEALTH AND SAFETY COMMITTEE

14 July 2015

MINUTES

In attendance:

Mr Rex Knight (*Convenor*)

Ms Lesley Alterman
Ms Jillian Deans
Ms Jenny Head
Mr Richard Marguerie

Mrs Sonia Buckingham
Miss Leah Francis
Mr Peter Kelly
Mr Paul Stirk

Ms Sue Chick
Ms Angela Graneek
Mr David Ladd
Dr Ian Watts

In attendance: Ms Lesley May for Minute 31.

Apologies for absence were received from: Mr Andrew Grainger, Mr Matthew Grigson, Mr Doug King, Mr Munya Marisa, Mr Nigel Waugh.

Key to abbreviations:

DSE Display Screen Equipment

HSC Health and Safety Committee

RPE Respiratory Protective Equipment

SENIT Student Enabling Information Technology

UCU University and College Union

27 MINUTES OF THE MEETING OF 24 MARCH 2015

Confirmed:

27.1 The Minutes of the meeting of HSC held on 24 March 2015 [*HSC Mins. 12-26.1, 24.03.15*].

28 MATTERS ARISING FROM THE MINUTES

29 NEW EMPLOYEE ASSISTANCE PROGRAMME

Received:

29.1 A presentation from Pat Garland-Smith of Care first on the new support and assistance services for staff and students that the company now provide for UCL following competitive tender.

29.2 It was reported that a one year post of Head of Wellbeing would be created to develop a wellbeing strategy for UCL staff and students that would include promotion of the new

service throughout the university. The service would also be publicised through presentations, leaflet distribution and departmental contacts.

- 29.3 The Student Union representative raised a number of concerns about how this service fitted with other student support services. The Head of Occupational Health Services reported that the service would complement the existing services for students and fill a gap in services out of working hours and during UCL closure periods. It was agreed that a student union representative would contact the Head of Occupational Health Services if clarification was required on any concerns the Student Union had regarding the new service.

30 CLEANING AND WASTE

Approved:

- 30.1 A report from Jillian Deans on proposals for changes to the management of the safe-to-clean process and collection of infectious healthcare waste at HSC 4-10 (14-15).

- 30.2 A number of comments and queries were made in relation to the proposals:

- It was suggested that the Fire Safety Team be represented on the stakeholder group
- How any proposed changes would be implemented (or not) in by staff in non-UCL owned/managed buildings)
- How the proposed changes would be communicated to cleaning staff including any training needs
- How the costs of any additional bins would be funded

- 30.3 The comments made will be addressed as part of the discussions in the stakeholder group. Full details of the proposed changes would be brought to the HSC for final approval.

ACTION: Jillian Deans

31 CONTRACTOR ACCIDENT (RIDDER) - ROBERTS BUILDING [HSC Min 16, 24.03.15]

Received:

- 31.1 An update on the incident that occurred at the Roberts Building on 6th December 2014 from the Director of Estates at HSC 4-11 (14-15).

- 31.2 Since that incident UCL Estates has taken the following remedial action:

- Reiteration of procedures to ensure that all contractors do not circumvent Main Contractor procedures for access.
- A review of Permit to Access arrangements was already underway and is nearing completion with a resultant change in procedures to ensure that robust control measures are in place.
- In 2013-14 UCL Estates introduced project management processes, which mandate the recording and tracking of all projects across the estate. All business as usual activities should also be recorded. The systems in which business as usual and

projects are currently recorded are separate systems with no electronic interface. However, since the incident all works are now triaged via the Customer Services Centre. It was acknowledged that this was not a fail-safe method for managing project interdependencies. Therefore a review of processes to ensure identify and optimally manage interdependencies between works, including identifying areas of overlap and an accountable lead has been begun.

- Establishing processes for adequately capturing business as usual interfaces with project delivery.
- A review of the approach to project delivery (Strategic Maintenance Programme & Capital Programme) in the context of efficiency and the Construction (Design and Management) Regulations 2015 changes is also underway.
- Contractor induction arrangements have been improved.
- Internal communications arrangements are being improved.
- A significant programme of project officer training will shortly be getting underway within UCL Estates.
- Contractor monitoring and supervision arrangements are also being overhauled.

31.3 Principal deadlines are set out in the action plan developed following the Mace review. Regular milestones are in place and the actions are due to be completed by November 2015.

32 DANGEROUS OCCURRENCE - SLADE SCHOOL OF ART [HSC Min 17, 24.03.15]

Received:

32.1 An update on the incident that occurred at the Slade School of Art on 26th February 2015 from the Deputy Head of Safety at HSC 4-12 (14-15).

32.2 The Deputy Head of Safety reported that recommendations and response had been agreed at a meeting with the Head of the School and with the departmental safety officer. It was reported that the Head of the School was willing to attend the next meeting of the committee to report on progress.

33 MATTERS RAISED BY THE TRADE UNIONS

33A Agile Working at Bidborough House

Received:

33A.1 Verbal reports from a representative from the trade unions, the Head of Safety and the Head of Occupational Health Services following a meeting attended by the aforementioned parties.

33A.2 The trade unions were concerned over the potential for increased risk of health problems arising from agile working, where staff do not repeatedly use the same desk with individualised DSE settings.

33A.3 The Head of Occupational Health Services reported that a physiotherapist specialist had visited staff at Bidborough House shortly after they had moved in, to advise them on how to control the risks associated with workstations. His findings and any recommendations would be compiled in a report which would be brought to the next HSC. Sickness absence, referrals and risk assessment data would be kept under review to identify any potential worsening trends.

33A.4 The Deputy Head of Safety added that refresher training for DSE assessors in Bidborough House was being organised to ensure any issues can be dealt with promptly.

33A.5 The Head of Safety proposed that a member of the Agile Working Team report to the next meeting of the HSC on the results of the monitoring of staff.

ACTION: Paul Stirk

33B **SENIT Suite**

Received:

33B.1 A verbal report from a University and College Union (UCU) representative on concerns about a health and safety issue affecting staff and users of the SENIT suite.

33B.2 The representative from UCU requested that the SENIT Suite be closed or relocated due to the continuing risk from poor ventilation and the possible presence of cockroaches. The service provided from the suite supports students and staff with disabilities and long-term medical conditions. The availability of the new location that has been proposed is uncertain, being dependent on the progress of local building works. It was suggested that it would be preferable for a new location to be found and the service moved now rather than in October, which would be a busier time for the service. The representative also pointed out that the problem with cockroaches in the SENIT Suite had been ongoing for several years and that cockroaches are a known hazard to health covered under the COSHH (control of substances hazardous to health) regulations. There was concern expressed that the repellent spray that was used to deter the cockroaches may have caused a respiratory problem in the member of staff who works there and was present at the spraying.

33B.3 The Convenor emphasised that risks had to be balanced; there is a lack of suitable space to move to and if the rooms were closed without an alternative location being available potential users of the service would suffer. Having looked at the recommendation from the trade unions and the current level of risk - given the extensive monitoring arrangements now in place and assessment by a pest control expert that there is not a cockroach infestation at the location - the convenor directed that the site remain open with a hoped relocation in October, as an immediate closure was considered to be incommensurate with the health risks. This decision would of course be reviewed should the situation change. Regarding the spray being used while the staff member was present, it was noted that if a spray was to be used now for any instance of insect infestation it would be done at a weekend to ensure staff would not be exposed.

33B.4 The Student Union representative requested that further information on why the Research Grid was not considered as a suitable venue for the SENIT suite be obtained and circulated to the committee.

ACTION: Rex Knight

33B.5 All the union representatives present were concerned that at-risk students and staff could be exposed to possible health risks in having to use an unsafe environment. It was noted that the unions and student unions were not in agreement with the Convenor on this matter. The UCU representative requested that an update be provided at the next meeting.

ACTION: Rex Knight

34 QUARTERLY PERFORMANCE REPORT

Received:

34.1 A report from a safety adviser at HSC 4-13 (14-15).

34.2 The Deputy Head of Safety agreed to circulate to the committee the full report on the Department of Transport's inspection of the security arrangements of the transport operation at UCL.

ACTION: Jillian Deans

35 LABORATORY ANIMAL ALLERGENS STANDARD [HSC Min 20, 24.03.15]

Approved:

35.1 A standard from the Deputy Head of Safety at HSC 4-14 (14-15).

35.2 The Deputy Head of Safety had held meetings with a number of academic staff including the Dean of Faculty of Life Sciences following concerns being raised by academic staff on aspects of the standard. The aim of the meetings was to clarify concerns and to determine an approach to control of exposure that was achievable given the nature of some of the activities undertaken.

35.3 The main issue of concern related to the need to wear respiratory protective equipment (RPE) at all times while working with animals, in particular when carrying out long-term studies on single animals. Other issues raised related to the layout of the standard which had resulted in some misunderstandings as to the controls required.

35.4 The standard had been drafted to take account of the concerns raised as follows:

- Academic staff have provided detail of some of the procedures they carry out and these have been used as the basis of guidance for others – although RPE might be worn and local exhaust ventilation not used, other measures are identified that could be used to control exposure.
- The standard has been re-presented as web-based guidance (see http://www.ucl.ac.uk/estates/sstest1/laboratory_animal_allergens/) with only the key requirements remaining in the UCL standard itself.

35.5 The re-drafted standard and associated guidance had been circulated for comment to those who raised concerns. In addition to the above, it was proposed that a model risk assessment is prepared that will set out the types of measures that could be used for certain defined activities. Individuals could adopt and adapt the assessment as necessary to suit their local circumstances.

35.6 It was noted that for visitors working at UCL a case-by-case arrangement would be made.

- 35.7 The Deputy Head of Safety agreed to amend the wording of point 6, 'risk associated with exposure to LAA', once the Head of Occupational Health Services had provided her with further information on the item.

ACTION: Jillian Deans

36 UCL STANDARDS ON STATUTORY TESTING OF PRESSURE SYSTEMS AND LIFTING EQUIPMENT [HSC Min 21, 24.03.15]

Approved:

- 36.1 New standards detailing the arrangements for statutory testing of pressure systems and lifting equipment from the Deputy Head of Safety at HSC 4-15 (14-15).
- 36.2 One of UCL's health and safety objectives for 2014-15 was for Departments to have arrangements in place to meet the requirements of a UCL standard on local exhaust ventilation, lifting equipment and pressure systems.
- 36.3 Certain types of workplace equipment required examination/ inspection and testing as follows:
- The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) required that equipment (and any accessories) is thoroughly examined before first use and at regular intervals thereafter, by a competent person
 - The Pressure Systems Safety Regulations 2000 (PSSR) required the preparation of a Written Scheme of Examination (WSE) for all new pressure systems and a thorough examination and testing of pressure systems, by a competent person, in accordance with the WSE
 - The Control of Substances Hazardous to Health (COSHH) Regulations 2002 required that local exhaust ventilation is thoroughly examined and tested by a competent person at least every 14 months to ensure it continues to provide the necessary level of protection.
- 36.4 Standards for pressure systems and lifting equipment had been prepared detailing the arrangements to ensure that tests are carried out as required. The standards detailed the relative responsibilities of Estates and Departments as regards testing only; all other aspects of the management and use of such equipment would be addressed in either specific Estates Standard Operating Procedures or guidance for Departments (to be issued by Safety Services in due course).
- 36.5 As Estates hold the responsibility to maintain a central inventory of systems/equipment (and to ensure that such systems/equipment is listed on the UCL insurance schedule), a new Departmental Safety role had been created to act as a point of contact for Estates and to maintain local inventories which would then be shared with Estates. In addition, the individual would liaise with relevant departmental staff to facilitate access, when required, to systems and/or equipment for the purposes of testing and examination. It was therefore not a technical role and did not require specialist knowledge of the systems/equipment.

37 MATTERS FROM RELATED COMMITTEES

To note:

- 37.1 There were no items raised from the following committees:

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

38 ANY OTHER BUSINESS

39 DATES OF NEXT MEETINGS

To note:

- 39.1 Tuesday 13 October 2015
Tuesday 26 January 2016
Wednesday 27 April 2016
Tuesday 19 July 2016

All at 2.00 pm

JON BLACKMAN

Safety Services

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30 July 2015