



Health and Safety Committee

Covid-19 Meeting

14 July 2020, 4.00pm

Minutes

Present Members:

Ms Fiona Ryland, Chief Operating Officer (Convenor)
Dr Matthew Blain, Executive Director of Human Resources
Mr Paul Stirk, Head of Safety
Miss Hayley Boakes
Ms Sandra Bond
Ms Theo Bryer
Mrs Sonia Buckingham
Mr Colin Byelong
Dr Rebecca Caygill
Dr Alun Coker
Dr Rachel Hadi-Talab
Mr Keith Harvey
Mr Max Hill, Director of Workplace Health
Ms Tansy Jones
Mr Brian Kavanagh
Mr David Ladd
Dr Matt Lougher
Mrs Hayley Ramsay, Deputy Head of Safety
Ms Carol Paige
Mrs Eira Rawlings

Attendees:

Ms Sheila Curtis
Mr Ian Dancy

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Mr Richard Jackson

Mr Andy Minnis

Ms Deb Nichols

Miss Fiona O'Farrell

Prof Irene Petersen

Apologies:

Ms Francesca Fryer, Director of Estates Operations

Part I: Preliminary Business

67 Minutes

67.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 30 June 2020.

68 Matters Arising (Paper 9-25)

68.1 Arising from minute 61.2, Discuss co-ordinating a response to the paper about workload and stress from the 17 June meeting with the secretary.

68.2 The secretary would request a written response from Prof Norbert Pachler and Dr Fiona Strawbridge to a trade union representative.

68.3 Arising from minute 62.4, Review the risk assessment regarding PPE and the costs of providing individual visors, and provide feedback to the trade union representatives.

68.4 The Head of Safety stated that the clear legal requirement that PPE that needs to be hygienic and without risks to health must be provided on an individual basis. The guidance on the use of PPE equipment across UCL in these situations would be revised and a small working group established.

Part II: Strategic Items for Discussion

69 Covid 19: UCL status update

69.1 The Convenor briefly summarised the latest developments.

70 Radiation safety (Paper 9-26)

70.1 Miss Fiona O'Farrell presented a paper recommending the implementation of Operator's Procedures for Radiation Safety, to help departments improve management of radioactive material and waste, to meet the conditions of regulatory permits. The paper also asked the Committee to consider making use of the Radioactive Substances Module on riskNET mandatory for UCL departments working with ionising radiation.

70.2 The Committee approved the recommendations.

71 Return to work guidance (Paper 9-27)

71.1 Mr Ian Dancy introduced a paper on the factors to be taken into account when considering return to onsite working in greater numbers.

71.2 The paper was approved by the Committee on the proviso that it was emphasised that if people can work at home they should continue to do so, and that the recommendations were subject to change in response to developments in the pandemic situation, ie a new spike in infection rates.

72 Items for discussion from the Trade Unions (Paper 9-28)

72.1 It was suggested that the wearing of face masks be made mandatory across campus and that this be included in the return to work guidance. It was reported that the implications of wearing face masks was being considered in terms of the effect it would have on the whole UCL community and that experts were being consulted on the matter.

72.2 It was agreed that updated guidance on the wearing of face masks be shared with the Committee as soon as it is available.

72.3 Concern was raised regarding airborne transmission of COVID-19 indoors. The Trade Unions and Estates Division would discuss the ventilation of rooms on campus outside of this meeting.

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72.4 It was agreed that UCL experts should be consulted about whether screens should be installed in all reception areas and how this interrelates with the wearing of face masks in indoor areas.

73 Return to work risk assessment (Paper 9-29)

73.1 Mr Andy Minnis presented the updated version of the return to work risk assessment.

73.2 The Committee approved the new version.

74 Any other business

74.1 The Convenor thanked Ms Sheila Curtis for her contribution to the Committee as it was her last meeting.

The meeting finished at 5.00pm

Jon Blackman

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