



HEALTH AND SAFETY COMMITTEE

14 October 2014

MINUTES

PRESENT:

Mrs Sonia Buckingham
Miss Leah Francis
Mr Omar Khan

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

Ms Jillian Deans
Mr Peter Kelly
Dr Ian Watts

In attendance:

Mr Max Hill; Mr Brian Kavanagh; Professor Richard Jackman for Minute 4; Professor Des McMorrow for Minute 4; Mr Steve Tidmarsh for Minute 5.

Apologies for absence were received from: Ms Makeba Adero, Ms Lesley Alterman, Ms Linsey Chrisman, Mr Andrew Grainger, Mr Matthew Grigson, Ms Jenny Head, Mr Doug King, Mr David Ladd, Mr Richard Marguerie, Mr Munya Marisa, Mr Nigel Waugh.

Key to abbreviations:

FEM Fire Evacuation Marshal

HSC Health and Safety Committee

1 CONSTITUTION AND 2014-15 MEMBERSHIP; TERMS OF REFERENCE

Noted:

- 1.1 The constitution and 2014– 2015 membership and terms of reference of the Committee at HSC 1-1 (14-15).

2 MINUTES OF THE MEETING OF 15 JULY 2014

Confirmed:

- 2.1 The Minutes of the meeting of HSC held on 15 July 2014 [*HSC Mins. 21-33, 15.07.14*].

3 MATTERS ARISING FROM THE MINUTES

3A Laboratory Animal Allergens Action Plan

Received:

- 3A.1 A verbal update report from the Deputy Head of Safety.

Reported:

- 3A.2 There had been some opposition to the new UCL standard from certain quarters but progress was being made. An update report would be brought to the next meeting of the HSC if required.

ACTION: Jillian Deans

Business for Discussion

4 LABORATORY INCIDENT – LONDON CENTRE FOR NANOTECHNOLOGY

Received:

- 4.1 A verbal report from Professor Des McMorrow and Professor Richard Jackman on the incident that occurred on 30 June 2014.

Reported:

- 4.2 The incident and the response to it were summarised and how the department have improved their training and risk assessment was detailed. Particular emphasis has now been placed on the management of laboratory risk assessments and the mandatory use of safety equipment. The importance of reviewing risk assessments when change occurs was stressed. The LCN would be using the recently launched risk assessment capability in RiskNET to facilitate the review process.

5 QUARTERLY PERFORMANCE REPORT

Received:

- 5.1 A report at HSC 1-2 (14-15).

6 SENIOR MANAGEMENT AWARENESS

Received:

- 6.1 An update on progress with senior management health and safety awareness raising presented by the Deputy Head of Safety at HSC 1-3 (14-15).

Reported:

- 6.2 Although senior managers were well aware of their responsibilities as regards health and safety, it was in the implementation of these responsibilities where they were less certain, with a number of themes emerging from the SMCs delivered to date.
- 6.3 Unlike the more traditional audit or inspection, Departments are not being asked to submit a formal written response following the SMC (and written report). However, they are informed that Safety Services will be monitoring progress as part of their general work plan including any audits, inspections and incident investigations carried out in the department.

- 6.4 A brief review of actions taken to date has been carried out and despite good feedback received at the time of the SMC, there is little evidence of real change within Departments.
- 6.5 To support progress with the ideas for improvement agreed at the various SMCs, Safety Services' 2014-15 work-plan includes a number activities aimed at improving performance:
- Development of a safety improvement programme for Principle Investigator.
 - Safety risk register workshops.
 - Time4safety – a series of planned information/workshop style sessions on various safety related topics including master classes on making the most of the RiskNET tools and to support the DSO continuous role development programme currently being developed.
- 6.6 It was requested that an update report be brought to HSC in a year's time.
ACTION: Jillian Deans

Other Business for Approval or Information

7 UCL HEALTH AND SAFETY POLICY

Approved:

- 7.1 A revised policy at HSC 1-4 (14-15), for forwarding to the next scheduled meeting of Council, on 27 November, for formal approval. The policy remained the same with the only change being at section 4 - UCL Health and Safety Objectives for 2014/15.

8 ANNUAL REPORT TO COUNCIL

Approved:

- 8.1 The Health and Safety Committee annual report at HSC 1-5 (14-15), for forwarding to the next scheduled meeting of Council, on 27 November, for formal approval.
- 8.2 It was requested that item 1.2 of the report be extended to include a description of the measures being undertaken to address the increase in the number of unwanted fire alarm activations.
ACTION: Paul Stirk

9 MATTERS FROM RELATED COMMITTEES

Noted:

- 9.1 There were no items raised from the following committees:
- Ionising Radiations Safety Management Committee
 - Genetic Modification Safety Committee
 - Departmental Safety Committees

10 ANY OTHER BUSINESS

11 DATE OF NEXT MEETING

Noted:

11.1 Wednesday 28 January 2015 at 2.00 p.m. in Wilkins Garden Room

JON BLACKMAN

Safety Services

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20 October 2014