



HEALTH AND SAFETY COMMITTEE

Tuesday 14 December 2010

MINUTES

PRESENT:
Mr Rex Knight (Convenor)

Mr Brian Anderson	Ms Sarah Brant	Ms Cathy Brown
Ms Sue Chick	Mr Mike Cresswell	Dr Tom Crummey
Ms Jillian Deans	Dr Helen Donoghue	Mr Andrew Grainger
Ms Angela Graneek	Dr Robyn Hay-Motherwell	Ms Jenny Head
Mr Javed Khanzada	Mr Bill Lehm	Mr Leo Nicholas
Mr Paul Stirk		

Apologies received from: Mr Richard Marguerie, Ms Louisa Johnson
In attendance: Mr Stephen Tidmarsh for item 4, Mr Simon Cooke for item 5.

Key to abbreviations used in these Minutes:

FEM	Fire Evacuation Marshal	HSC	Health and Safety Committee
PEEPS	Personal Emergency Egress Plans	SC	Safety Committee
STRaW	Stress, Resilience & Well-Being	UCU	University and College Union

1 CONSTITUTION AND 2010-11 MEMBERSHIP

Received:

- 1.1 The terms of reference for the Health and Safety Committee 2010 – 2011 at APPENDIX HSC 1/01 (10-11).
- 1.2 The constitution and 2010 – 2011 membership of the Health and Safety Committee at APPENDIX HSC 1/02 (10-11).
- 1.3 The school or faculty nominations in the ex-officio membership of the Committee is to be confirmed following discussion between the convenor and the trade unions and then presented to Council. **[Action: Rex Knight/Trade Unions]**

2 MINUTES

Approved:

- 2.1 The Minutes of the meeting of the Health and Safety Management Team held on 28 September 2010 [*HSMT Minutes 1-13.1, 28/09/10*], circulated previously, were confirmed and signed by the Convenor of the HSMT.
- 2.2 The Minutes of the meeting of the Safety Committee held on 20 July 2010 [*SC Minutes 41-47, 20/07/10*], circulated previously, were confirmed and signed by the Chair of the SC.

3 MATTERS ARISING

4 QUARTERLY PERFORMANCE REPORT

Received:

- 4.1 The above was presented by a safety adviser as at APPENDIX HSC 1/03. (10-11).

Discussion:

- 4.2 The safety adviser noted that the most significant incident reported was an electric shock suffered by a student in a hall of residence as a result of incorrectly wired lighting. The wiring problem has been resolved.

5 FIRE DRILL REPORT

Received:

- 5.1 The UCL Fire Officer presented the above report as at APPENDIX HSC 1/04 (10-11).

Discussion:

- 5.2 There was concern that a number of buildings do not have sufficient fire evacuation marshals (FEMs). It was agreed that measures such as the FEM role being included in job descriptions need to be adopted. The UCL Fire Officer will pursue this, with the Convenor agreeing to contact heads of department. **[Action: Simon Cooke]**
- 5.3 A significant number of the buildings with insufficient fire evacuation marshals are occupied by Arts and Humanities. This is to be discussed at the faculty's next safety meeting. **[Action: Cathy Brown]**
- 5.4 A UCU representative commented that at the Biosciences safety committee concern had been expressed about fire drill arrangements in buildings occupied by more than one department. It was agreed that there needed to be building-based arrangements as well as department-based ones. It was agreed that the UCL Fire Officer would enlist the help of the Convenor to get these arrangements supported by senior management. **[Action: Simon Cooke]**
- 5.5 There continue to be problems relating to disabled students with departments not understanding their responsibilities. Fire drills are held close to the start of the year for good reasons, but our current processes mean that we don't start developing PEEPS until

after enrolment, which is too late. There may be a problem with disabled people not identifying themselves. Where information is provided there is often a delay in information being acted on.

- 5.6 It is necessary for departments to get the information early in the academic year and to act on it quickly for measures to be taken in time for the fire drills, which occur throughout October. The timing of the fire drills early in the new academic year should be continued as they act as a means to identify where these issues have not been addressed. A meeting is to be arranged between the UCL Fire Officer, Student Disability Services and perhaps two departments to see if it is possible to identify students who are going to need PEEPS as soon as UCL has confirmed offers in August, rather than leaving it until September. **[Action: Simon Cooke]**

6 SAFETY IMPROVEMENT PLAN

Received:

- 6.1 The Head of Safety presented the above plan at APPENDIX HSC 1/05 (10-11).

Discussion:

- 6.2 The Head of Safety summarised the main points of the plan. UCU queried whether the issue of people from outside organisations using UCL laboratories but not attending inductions is being addressed. The Head of Safety replied that the programme of inspections of laboratories will identify whether this is being addressed through compliance with the guidance on shared workplaces.

7 SAFETY AUDIT & INSPECTION PLAN

Received:

- 7.1 The Deputy Head of Safety presented the above plan at APPENDIX HSC 1/06 (10-11).

Discussion:

- 7.2 Regarding audits, a master pro-forma and detailed scheduling are being developed and are to be presented at the next HSC. **[Action: Jillian Deans]**

8 STRESS, RESILIENCE AND WELL-BEING SUB-COMMITTEE

Received:

- 8.1 A verbal update from the Head of Occupational Health Services and the minutes of the last STRaW meeting at APPENDIX HSC 1/07 (10-11).

Discussion:

- 8.2 The Head of Occupational Health Services stated that there were no alterations from the STRaW group to the Managing Stress at Work Policy, but some members of the group reported that the Policy was not widely known. Posters summarising the main

points from the Policy have been circulated and an article promoting the policy was published on UCL's homepage to coincide with National Stress Awareness Day. The STRAW group discussed the Organisational Stress Risk Indicator 2010, compiled by the Head of Occupational Health Services. This identifies performance by Faculty/Division on key organisational indicators, e.g. sickness absence, training uptake, turnover and appraisal rates. Faculties with hotspots that might indicate the potential for increased stress risk will be followed up by the local HR and Organisational Development Consultants.

- 8.3 Unison enquired whether the Do's and Don'ts recommendations for managers dealing with restructuring that were proposed by the STRAW group had been acted upon. The Director of Human Resources stated that it is to inform a review of guidance to managers undertaking restructuring produced by the HR Consultancy team.

9 SAFETYNET DEMONSTRATION

Received:

- 9.1 A demonstration from the Head of Safety of safetyNET, the new web-based system for managing health and safety.

10 ISSUES ARISING FROM RELATED COMMITTEES

Noted:

- 10.1 No issues have been requested to be tabled from the following committees.
- Genetic Modification Safety Committee
 - Ionising Radiations Safety Management Committee
 - Departmental Safety Committees

11 ANY OTHER BUSINESS

Noted:

- 11.1 Sarah Brant and Brian Anderson will both be leaving UCL before the next meeting of the Committee. The Committee wished them both all the very best for the future and thanked them for their contribution to UCL through their efforts on behalf of the Committee and in many other ways.

12 DATE OF NEXT MEETING

Noted:

- 12.1 The next scheduled meeting of HSC will take place on **Tuesday 15 March 2011** at **2.00 pm** in the **South Wing Council Room**.

JON BLACKMAN

Safety Services

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14 January 2011