



## HEALTH AND SAFETY COMMITTEE

Tuesday 15 March 2011

### MINUTES

PRESENT:  
Mr Rex Knight (Convenor)

Ms Cathy Brown	Ms Sue Chick	Mr Mike Cresswell
Dr Tom Crummey	Ms Jillian Deans	Dr Helen Donoghue
Ms Angela Graneek	Ms Jenny Head	Mr Javed Khanzada
Mr Bill Lehm	Mr Richard Marguerie	Mr Paul Stirk
Mr Nigel Waugh		

Apologies received from: Mr Andrew Grainger, Dr Robyn Hay-Motherwell, Ms Louisa Johnson, Mr Leo Nicholas, Mr Matthew Burgess

In attendance: Mr Stephen Tidmarsh for item 19, Mrs Kuen Yip Porter for item 16.

*Key to abbreviations used in these Minutes:*

HSC	Health and Safety Committee	SC	Safety Committee
STRaW	Stress, Resilience & Well-Being	UCU	University and College Union
USHA	Universities Safety and Health Association		

#### 13 MINUTES

***Approved:***

- 13.1 The Minutes of the meeting of the Health and Safety Committee held on 14 December 2010 [*HSC Minutes 1-12, 14/12/10*], circulated previously, were confirmed and signed by the Convenor.

#### 14 MATTERS ARISING

- 14.1 Matters arising from the last minutes are covered as substantive items in the Agenda.

#### 15 MATTERS RAISED BY THE TRADE UNIONS

- 15.1 UCU

**Received:**

- 15.2 A verbal request for information on the relationship, if any between safetyNET and Occupational Health reporting, especially in relation to undergraduate and postgraduate students.

**Discussion:**

- 15.3 The Head of Safety confirmed that the safetyNET system can incorporate additional information for specific incidents – reviews and reports are being developed to identify anything out of the ordinary and to flag these to the appropriate people.
- 15.4 The Head of Occupational Health Services added if there is a particular concern, an incident involving a student can be referred to the Occupational Health Department, either by the individual or their manager, where it is a case of an accident occurring while the student is engaged in their academic studies on UCL premises. It was agreed that the guidance for safetyNET would be reviewed to raise awareness of this issue. **[Action: Paul Stirk / Angela Graneek]**

**16 SENIOR MANAGEMENT TRAINING**

**Received:**

- 16.1 A proposal for senior management training was presented by the Head of Safety and the Safety Training Manager at APPENDIX HSC 2/08 (10-11).

**Discussion:**

- 16.2 The Safety Training Manager outlined the proposal for senior management training including a two-year rolling programme of departmental safety briefings with Heads of Department and their senior managers, and the development of a series of safety training modules which will facilitate the appropriate level of training for all managers within the department as determined by their needs.
- 16.3 The proposal was endorsed by the committee.

**17 DISPLAY SCREEN EQUIPMENT**

**Received:**

- 17.1 The above report presented by the Deputy Head of Safety at APPENDIX HSC 2/09 (10-11).

**Discussion:**

- 17.2 UCU asked how hot-desking was accommodated in Display Screen Equipment risk assessments. The Deputy Head of Safety stated that while individual PCs were being looked at in the first instance, hot-desking could be investigated as part of a pilot study.
- 17.3 Unite suggested that shared equipment could display labels reminding users to adjust it. Members of staff will be able to do their own online assessments as required. Safety advisers are to recommend to managers of cluster rooms that DSE information (available

on the Safety Services website) should be displayed in cluster rooms to enable students to adjust their workstations, if not already displayed. **[Action: Safety Advisers]**

- 17.4 The link to the DSE information is:  
<http://www.ucl.ac.uk/estates/safetynet/guidance/dse/index.htm>

## 18 **AUDIT AND INSPECTION PLAN**

### ***Received:***

- 18.1 The above report presented by the Deputy Head of Safety at APPENDIX HSC 2/10 (10-11).

### ***Discussion:***

- 18.2 The Deputy Head of Safety stated that the gaps in fire safety and first aid arrangements identified during general workplace inspections would be addressed during planned topic based inspections. The audit program is in place and several audits had begun. The Committee would be updated at the June meeting on progress.

## 19 **QUARTERLY PERFORMANCE REPORT**

### ***Received:***

- 19.1 The above report presented by a Safety Adviser and the Head of Safety at APPENDIX HSC 2/11 (10-11).

### ***Discussion:***

- 19.2 The reported exposure to harmful substances incident at 1-19 Torrington Place had been investigated. It was determined that fumes from a diesel generator plant had caused problems by entering the air conditioning system outlet located nearby. The intake has subsequently been raised and procedures put in place to minimise the generator testing during working hours.
- 19.3 The large number of incomplete incidents is due to the delay between the reporting of an incident and its subsequent review and completion. Therefore not all reported incidents will have a causal classification when the statistical reports are generated.
- 19.4 The HSE has proposed that the three-day injury period for RIDDOR be changed to seven days to bring it in line with self-certification. Work-related road incidents may also be included in the reporting system – Safety Services are responding as part of the USHA consultation process with the HSE.
- 19.5 The recently-published Higher Education Injury, Disease and Dangerous Occurrence Statistics 2010 from USHA show that UCL's figures are favourable in comparison with other universities.

## 20 **STRESS, RESILIENCE AND WELL-BEING SUB-COMMITTEE**

### ***Received:***

20.1 A verbal update from the Head of Occupational Health Services.

**Reported:**

- 20.2 The Do's and Don'ts list for Managers was being considered by the Redundancy Committee. STRaW members thought that it should have a broader inclusion in terms of change, rather than restricted to staff restructuring, and that any guidance produced should be part of an evolving policy kept under review by the STRaW group.
- 20.3 The HR Director will update the STRaW committee at the next meeting in May. The sick absence report and options for better reporting was discussed at the last STRaW meeting. The Employee Assistance Programme has been put out to tender with presentations held early in March. The successful tender will be announced in April.

## 21 ISSUES ARISING FROM RELATED COMMITTEES

**Noted:**

- 21.1 The Genetic Modification Safety Committee wished the HSC to note that a paper will be prepared for consultation at the June meeting of the HSC outlining proposals for the review of the GMSC structure and function.
- 21.2 No issues have been requested to be tabled from the following committees.
- Ionising Radiations Safety Management Committee
  - Departmental Safety Committees

## 22 ANY OTHER BUSINESS

- 22.1 The faculty/school representation on the HSC has not been discussed by the Convenor and trade unions representatives and should be discussed before the next meeting.  
**[Action: Rex Knight/TUs]**

## 23 DATE OF NEXT MEETING

**Noted:**

- 23.1 The next scheduled meeting of HSC will take place on **Tuesday 7 June 2011** at **2.00 pm** in the **South Wing Council Room**.

JON BLACKMAN  
Safety Services  
[telephone 020 7679 8852 internal extension 28852, email: [jonathan.blackman@ucl.ac.uk](mailto:jonathan.blackman@ucl.ac.uk)]  
25 March 2011