



HEALTH AND SAFETY COMMITTEE

15 July 2014

MINUTES

PRESENT:

Ms Lesley Alterman
Ms Jillian Deans
Mr Matthew Grigson
Mr David Ladd
Dr Ian Watts

Mr Rex Knight (*Convenor*)
Mrs Sonia Buckingham
Mr Andrew Grainger
Dr Frederique Guesdon
Mr Richard Marguerie
Mr Nigel Waugh

Ms Sue Chick
Ms Angela Graneek
Mr Doug King
Mr Munya Marisa

In attendance:

Mr Simon Cooke for Minutes 22.A & 27; Ms Sian Minett for Minute 23; Ms Gwen Mott for Minute 30; Mr Steve Tidmarsh for Minutes 25 & 29.

Apologies for absence were received from: Ms Makeba Adero, Ms Jenny Head, Mr Peter Kelly, Mr Paul Stirk.

Key to abbreviations:

FEM Fire Evacuation Marshal

HSC Health and Safety Committee

21 MINUTES OF THE MEETING OF 28 JANUARY 2014

Confirmed:

21.1 The Minutes of the meeting of HSC held on 28 January 2014 [*HSC Mins 11- 20.1, 28.01.14*].

22 MATTERS ARISING FROM THE MINUTES

22A Chemistry Fire

Received:

22A.1 A verbal update report from the Fire Safety Manager on the response to the above incident which occurred in July 2013.

Reported:

22A.2 The Fire Safety Manager summarised the response since the January meeting and was pleased to note that improved staff training on fire safety meant that the response to a subsequent small fire had been much better.

23 CONTRACTOR MANAGEMENT ARRANGEMENTS FOR CONSTRUCTION WORK

Noted:

- 23.1 An update report from the Head of Satellite Estates at HSC 3-7 (13-14).

Discussion:

- 23.2 Following the approval at the January HSC of the Health and Safety Management Arrangements for construction work undertaken by contractors, the Safety Transformation Programme had been instituted to implement the arrangements, through workstreams aligned to key risks. Progress had been good overall, with less success in the Facilities Coordinators and Access and Permits workstreams, but these shortfalls were being addressed by new measures. The next steps were to reinvigorate the programme of work to ensure convergence with and support for the future strategic direction under the leadership of the Director of Sustainability.
- 23.3 In response to a query regarding future availability to all UCL staff of a building information database that has been created as part of the Safety Transformation Programme, it was noted that the database was still in a formative stage but would become available in the future once security implications had been considered, and it was hoped it would be made accessible via the UCL Buildings register webpage.

25 QUARTERLY PERFORMANCE REPORT

Received:

- 25.1 A report at HSC 3-8 (13-14).

26 PRINCIPLES OF LABORATORY SAFETY E-LEARNING

Received:

- 26.1 A proposal from the Deputy Head of Safety that a new e-learning course on good laboratory practice become mandatory safety training for all new UCL postgraduate laboratory users at HSC 3-9 (13-14).

Reported:

- 26.2 A general basic laboratory safety course is proposed. Currently UCL only offers formal laboratory safety training courses in certain hazard-specific areas. This new training will support the local induction process but also ensure consistent delivery of key safety messages across UCL. E-learning is the preferred method of delivery of this training; this general course can then be supplemented by specific face-to-face practical training/workshops as required.
- 26.3 Given the fundamental nature of the information delivered by the training and the means of delivery, it is proposed that this should become a mandatory safety training course for all new UCL laboratory-based post-graduate students. It will be recommended that all new laboratory staff complete this training also but rather than make it mandatory across UCL, this will be for departments to determine at the local level.

- 26.4 Consultation/user-testing is planned for September and will include laboratory-based DSOs. The Deputy Head of Safety asked that if any members of the HSC would like to volunteer either themselves or members of their department to be involved in this process, this would be welcome, and also requested volunteers to be filmed talking about aspects of laboratory safety. These films would just be short “talking head” videos that would sit alongside and complement the formal training.

Approved:

- 26.5 The above proposal.

27 FIRE SAFETY STRATEGY

Received:

- 27.1 Proposals for the implementation of UCL’s risk based fire safety strategy introduced by the Fire Safety Manager at HSC 3-10 (13-14).

Reported:

- 27.2 To ensure continued improvement of fire safety management it is necessary for UCL to implement a risk based fire strategy. As part of the strategy, all buildings have been given a risk classification. As a result of this the frequencies of fire risk assessment have changed, from each building being risk assessed every three years to a frequency of either every two, three or four years.
- 27.3 It is proposed to instigate two formal levels of inspection by Safety Services: Basic Fire Inspection and Advanced Fire Inspection. Fire safety training is to be modified on the same risk-based approach. Following completion of a walk of their areas and escape routes and a new, half-hour e-learning Basic Fire Safety course, each member of staff will become a UCL Fire Safe Person.
- 27.4 Fire Evacuation Marshals (FEMs) will be given training through the e-learning FEM course materials. Again this training should be received, as a minimum, on the frequencies determined by the risk of the building. The FEM e-learning will be completed and implemented in the course of 2014. Toolbox Talks will be utilized as a means of supplementing and reinforcing training. All FEMs will be asked to attend a Toolbox Talk and then be expected to filter relevant information down to their colleagues. Such Toolbox Talks will allow the UCL fire safety team to provide relevant and specific information to supplement the generic ‘standard’ training delivered by e-learning.
- 27.5 It is proposed to designate October as the UCL Fire Safety Month. By targeting new starters, a fire safety culture can be put in place from the outset of people’s time at UCL. Staff are already used to participating in a fire safety exercise during October and this will also fit neatly with the annual Toolbox Talks that FEMs will receive following fire evacuation drills.
- 27.6 It was agreed that the risk assessment classification for buildings would be changed from ‘high’, ‘normal’ and ‘low’ risk to numbered categories.

ACTION: Simon Cooke

Approved:

- 27.6 The above proposals.

28 LABORATORY ANIMAL ALLERGENS ACTION PLAN

Received:

- 28.1 A report from the Deputy Head of Safety on progress to date and a draft standard for approval at HSC 3-11 (13-14).

Reported:

- 28.2 At its meeting on 29 January 2013, the HSC considered a plan detailing the actions required to ensure UCL had appropriate measures in place to prevent work-related ill health through effective control of exposure to laboratory animal allergens (LAA). This plan had been developed following a detailed review of UCL's current approach to control as well as the actions already taken in response to the enforcement action taken by the Health and Safety Executive following a report of occupational asthma in 2012.
- 28.3 HSC had received regular progress updates; the only significant outstanding item was the e-learning module and it is planned that this will be available by the end of the year.
- 28.4 A new UCL standard had been prepared to replace the previous UCL Approved Code of Practice. The standard aims to clarify the roles and responsibilities of those involved and sets out the measures necessary to control exposure to LAA in both Biological Services Units and Departmental Home Office registered areas. The draft standard had already been discussed and agreed with Biological Services and Occupational Health. A wider consultation with departmental staff with registered rooms in their areas and Biological Services staff responsible for the care and welfare of animals in these departmental areas was to be undertaken.
- 28.5 It was hoped that take up for the new face fit testing programme would gradually improve once the standard was published and awareness raised that face fit testing was mandatory before any work with animals could be undertaken.

Approved:

- 28.7 The above proposal. It was agreed that the draft standard would come back to HSC if changes were made following consultation meetings and that HSC would be informed if take-up of face-fit testing did not improve.

ACTION: Jillian Deans

29 FLAMMABLE GASES AUDIT

Received:

- 29.1 Recommendations and a proposed UCL Standard introduced by a Safety Adviser at HSC 3-12 (13-14).

Reported:

- 29.2 An audit of how UCL departments manage their use of flammable gases was conducted using a number of departments selected as the result of earlier management systems reviews. Recommendations were made to the departments involved and as a result of analysing the recommendations a number of key improvements to the management of work with flammable gases at UCL had been identified. The proposed changes were designed to improve UCL compliance with regulatory requirements but also to provide

better overarching management control of the procedures and systems required for safe working with flammable gases at UCL.

- 29.3 As the availability of the service was not widely known, it was agreed that the cylinder head and regulators inspection offered by BOC would be publicised on the new gas safety pages of the Safety Services website.

ACTION: Jillian Deans

Approved:

- 29.4 The above proposal.

30 RADIATION OVERVIEW

Received:

- 30.1 Proposals for key improvements to the management of work with ionising radiation at UCL introduced by the Assistant Radiation Protection Adviser at HSC 3-13 (13-14).
- 30.2 The Convenor of the HSC praised the radiation protection team's efforts which had resulted in the Euratom inspector declaring that UCL had passed the inspection with 'flying colours'.

Approved:

- 30.3 The above proposals.

31 MATTERS FROM RELATED COMMITTEES

- 31.1 There are no items to be raised from the following committees:

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

32 ANY OTHER BUSINESS

33 DATE OF NEXT MEETING

Noted:

- 33.1 The meetings of HSC for the 2014-15 session were scheduled as follows:

Tuesday 14 October 2014 at 2.00 p.m.
Wednesday 28 January 2015 at 2.00 p.m.
Tuesday 24 March 2015 at 2.00 p.m.
Tuesday 14 July 2015 at 2.00 p.m.

Venues to be confirmed.

JON BLACKMAN

Safety Services

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18 July 2014