



HEALTH AND SAFETY COMMITTEE

16 July 2013

MINUTES

PRESENT:

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| Ms Lesley Alterman | Mr Rex Knight (<i>Convenor</i>) | Ms Linsey Chrisman |
| Mr Mike Cresswell | Miss Candice Ashmore-Harris | Ms Angela Graneeek |
| Dr Frederique Guesdon | Ms Jillian Deans | [REDACTED] |
| Mr Doug King | Mr Peter Kelly | Mr Richard Marguerie |
| | Mr David Ladd | |

In attendance:

Professor Paul Fish for Minute 35; Mr Keith Todd for Minute 39; Mrs Rhona Brown for Minute 35; Mr Steve Tidmarsh for Minute 36.

Apologies for absence were received from Mrs Sonia Buckingham, Ms Sue Chick, Ms Natasha Gorodnitski, Mr Andrew Grainger, Mr Matthew Grigson, Mr Paul Stirk, Mrs Sonia Theodoric, Mr Ian Watts, Mr Nigel Waugh

Key to abbreviations:

HSC Health and Safety Committee

Preliminary Business

32 MEMBERSHIP

Noted:

32.1 [REDACTED] had joined the HSC as a Safety Representative for the trade union Unison and Ms Linsey Chrisman and Mrs Sonia Theodoric have joined as Observers for the same trade union.

33 MINUTES OF THE MEETING OF 30 APRIL 2013

Confirmed:

33.1 The Minutes of the meeting of HSC held on 30 April 2013 [*HSC Mins 22- 31.1, 30.04.13*].

34 MATTERS ARISING FROM THE MINUTES

Business for Discussion

35 DANGEROUS OCCURRENCES AT SCHOOL OF PHARMACY

Noted:

- 35.1 An oral report from Professor Paul Fish, School of Pharmacy, on two dangerous occurrences.

Discussion:

- 35.2 The events, actions taken and response were described. The School is undertaking an internal review of procedures for removal of waste. It was recommended that a managed leaving policy be introduced; this would ensure that staff/students leaving a laboratory identify whether hazardous material (chemical, biological or radiological) can be disposed of or should be retained, and record if responsibility for the material is transferred to another individual.

ACTION: Jillian Deans

36 QUARTERLY PERFORMANCE REPORT

Noted:

- 36.1 A report at HSC 4-14 (12-13) introduced by a Safety Adviser.

37 REPORT ON PERFORMANCE AGAINST UCL'S MANAGING STRESS AT WORK POLICY

Noted:

- 37.1 A report from the Head of Occupational Health Services at HSC 4-15 (12-13).

Reported:

- 37.2 The findings are based on the action plans produced by each Faculty or Division following the 2011 UCL staff survey, sickness absence report, Employee Assistance Programme Report and Physiotherapy outcome report.

Discussion:

- 37.3 A Unison representative asked if it would be appropriate for health and safety questions to be added to the next staff survey. The Head of Occupational Health Services encouraged feedback into the next survey preparation. This would influence the subject of questions if felt to be relevant.
- 37.4 A Unison representative asked how the implementation of the staff survey was monitored. The Head of Occupational Health Services replied that the Human Resources Policy Committee received reports on progress against Faculty Action Plans from Faculties and Divisions on a six monthly basis.

38 LABORATORY ANIMAL ALLERGENS: UPDATE ON ACTION PLAN

Noted:

- 38.1 A verbal report from the Deputy Head of Safety/Biological Safety Adviser.

Reported:

- 38.2 A training package is being prepared on Moodle, combining a narrated presentation and video clips. A written report on progress would be presented at the next HSC.

Discussion:

- 38.3 The representative for the Division of Biosciences asked if ventilation in departmental rooms where animals were kept, outside of animal houses, was taken into account. The Deputy Head of Safety replied that a baseline inspection programme currently being undertaken by Safety Services would identify the status of such rooms and the new UCL standard would address the matter, taking into account any significant gaps in provision of appropriate controls.

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| <p>Other Business for Approval or Information</p> |
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39 FIRE SAFETY MANAGEMENT STRATEGY

Approved:

- 39.1 A proposal for the model and development of e-learning programmes in fire safety training from the Assistant Fire Officer at HSC 4-16 (12-13).

Discussion:

- 39.2 The Assistant Fire Officer assured the TU representatives that feedback would be sought on the programmes before and after going live and the online training would supplement face to face instruction.

40 MATTERS FROM RELATED COMMITTEES

To note:

- 40.1 There are no items to be raised from the following committees:
- Ionising Radiations Safety Management Committee
 - Genetic Modification Safety Committee
 - Departmental Safety Committees

41 ANY OTHER BUSINESS

42 DATE OF NEXT MEETING

To note:

- 42.1 The dates for the 2013-14 meetings of the HSC are:

Tuesday 8 October 2013
Tuesday 1 April 2014

Tuesday 28 January 2014
Tuesday 15 July 2014

All at 2.00 pm. Venues to be confirmed.

JON BLACKMAN

Safety Services

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19 July 2013