



HEALTH AND SAFETY COMMITTEE

16 October 2012

MINUTES

PRESENT:
Mr Rex Knight (Convenor)

Ms Lesley Alterman	Miss Candice Ashmore-Harris	Ms Cathy Brown
Mrs Sonia Buckingham	Ms Sue Chick	Ms Jillian Deans
Mr Andrew Grainger	Ms Angela Graneek	Dr Frederique Guesdon
Mr Peter Kelly	Mr Doug King	Mr David Ladd
Mr Paul Stirk	Mr Nigel Waugh	

In attendance: Mr Jon Everard *vice* Mr Nigel Waugh, Dr Sam Phillips and Mr Steve Tidmarsh for item 6
Apologies received from: Ms Jenny Head, Mr Richard Marguerie

Key to abbreviations

EAP	Employee Assistance Programme
HSC	Health and Safety Committee
OHS	Occupational Health Service

1 **CONSTITUTION AND 2012-13 MEMBERSHIP; TERMS OF REFERENCE**

Noted:

- 1.1 The constitution and 2012– 2013 membership and terms of reference of the Committee at APPENDIX HSC 1/01 (12-13).

2 **MINUTES**

Confirmed:

- 2.1 The Minutes of the meeting of HSC held on 16 July 2012 [*HSC minutes 38-49, 2011-12*], circulated previously, were to be confirmed by HSC and signed by the Convenor.

3 **MATTERS ARISING FROM THE MINUTES**

4 UCL HEALTH AND SAFETY POLICY

Approved:

- 4.1 A revised policy at APPENDIX HSC 1/02 (12-13), for forwarding to the next scheduled meeting of Council, on 28 November, for formal approval. The key changes to the statement are at section 4 (amendments to the Health and Safety Objectives) and section 5 (addition of the Major Incident Team to the structure diagram).

5 ANNUAL REPORT TO COUNCIL

Approved:

- 5.1 The Health and Safety Committee annual report at APPENDIX HSC 1/03 (12-13), for forwarding to the next scheduled meeting of Council, on 28 November, for formal approval.

6 MONITORING

6A Quarterly Performance Report

[Mr Steve Tidmarsh, UCL Safety Adviser, and Dr Sam Phillips, UCL Occupational Health Physician, were in attendance for this item]

Discussion:

- 6A.1 The Quarterly Performance Report at APPENDIX HSC 1/04 (12-13) including at Annex 1 a summary report on the fire in the Wilkins Building.
- 6A.2 The importance of regular inspections of infrequently-used rooms by the responsible managers, to ensure that an appropriate level of housekeeping is maintained and that they remain clear of unwanted items, was emphasised.
- 6A.3 The Convenor of the HSC, as part of his regular report to the Senior Management Team, would raise the issues raised by the recent exposure incident to laboratory animal allergens and the UCLA incident, which both related to the need to implement the identified control measures.

7 LONE WORKING

Approved:

- 7.1 The UCL Safety Standard *Lone Working*, from the Deputy Head of Safety at APPENDIX HSC 1/05 (12-13).

Noted:

- 7.2 Departmental Safety Officers and Committee Members were invited to comment on the draft Lone Working Standard. Seven replies were received which resulted in minor

changes to guidance sections and a division in the section entitled Managing the risks. Bullet points 1 & 2 remain mandatory with bullet points 3-6 becoming guidance only.

8 TRADE UNION BUSINESS

8A Employee Assistance Programme (EAP)

Noted:

8A.1 The Head of Occupational Health Services had agreed with the Trade Union representatives that the Support and Assistance web-page on the Occupational Health Service (OHS) website will display information about the Employee Assistance Programme (EAP) more prominently. It was also agreed that OHS would look at obtaining A3 posters with this same information to be sent to each department to raise awareness of EAP and supplement the posters sent out last year and those available for download from the web-page.

9 MATTERS ARISING FROM RELATED COMMITTEES

Noted:

9.1 There are no items to be 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 The next scheduled meeting of HSC will take place on **Tuesday 29 January 2013 at 2.00 p.m. in Chadwick G07.**

JON BLACKMAN

Safety Services

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19 October 2012