



**Health and Safety Committee**

Covid-19 Meeting

17 June 2020, 4.00pm

Minutes

**Present Members:**

Ms Fiona Ryland, Chief Operating Officer (Convenor)  
Dr Matthew Blain, Executive Director of Human Resources  
Miss Hayley Boakes  
Ms Sandra Bond  
Ms Theo Bryer  
Mrs Sonia Buckingham  
Mr Colin Byelong  
Dr Rebecca Caygill  
Dr Alun Coker  
Dr Rachel Hadi-Talab  
Mr Keith Harvey  
Mr Max Hill, Director of Workplace Health  
Ms Tansy Jones  
Mr Brian Kavanagh  
Mr David Ladd  
Dr Matt Lougher  
Ms Aatikah Malik  
Mrs Hayley Ramsay, Deputy Head of Safety  
Mrs Eira Rawlings

**Attendees:**

Mr Dev Agarwal  
Mr Bodrul Azad  
Ms Sheila Curtis

Mr Richard Jackson  
Ms Lesley May  
Mr Andy Minnis  
Prof Norbert Pachler  
Ms Karen Smith  
Dr Fiona Strawbridge

**Apologies:**

Ms Francesca Fryer, Director of UCL Estates  
Mr Paul Stirk, Head of Safety

**Part I: Preliminary Business**

**53 Minutes**

53.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 4 June 2020.

**54 Matters Arising (Paper 7-17)**

- 54.1 Arising from minute 47.3, facilitate communication between Estates and a trade union representative regarding ventilation in buildings.
- 54.2 The trade union representative would be put in touch with Martin Earlam in Estates.
- 54.3 Arising from minute 51.1, distribute the DSE self-assessment guidance for line managers to members for information.
- 54.4 The draft was shared in the meeting and it was hoped that it would be published on Friday 17 June. It was agreed that the new system should be launched as soon as possible.
- 54.5 A sentence would be added to the email to be sent to people requesting them to carry out their DSE self-assessment, advising them that they do not need to

start a new DSE self-assessment if they have recently completed one in the new system.

## **Part II: Strategic Items for Discussion**

### **55 Covid 19: UCL status update**

55.1 The convenor reported that there had been considerable learning and feedback from the pilot schemes for reopening buildings.

### **56 Workload and stress (Paper 7-18)**

56.1 Ms Theo Bryer presented the paper describing the significant effects of home-working on workload and stress, and highlighted the importance of developing a risk assessment to address the problem. It was reported that an individual health risk assessment was to be designed to assess personal health issues. Regarding online working, measures that had been taken to improve staff resources in digital education were outlined.

56.2 The Convenor would arrange for a written response to the workload and stress paper to be produced and for communications to Heads of Department and staff to be sent.

### **57 Return to work: induction (Paper 7-19)**

57.1 Mr Bodrul Azad presented the paper giving an overview of the induction for staff and students returning to campus during the pandemic.

57.2 The induction was approved pending minor alterations to make it more aligned with the approach taken in the general risk assessment supporting a return to work, and to reflect comments from committee members.

### **58 Return to work: face fit testing (Paper 7-20)**

58.1 Mr Dev Agarwal presented the paper describing the requirements and associated guidance for departments with regard to face fit testing.

58.2 The HSC approved the requirements and associated guidance.

**59 Any other business**

59.1 It was agreed that further guidance on some key questions arising from the general risk assessment supporting a return to work, in particular regarding those aged over 50 would be issued to committee members.

[Post-meeting note: The guidance was sent on 18 June].

The meeting finished at 5.00pm

Jon Blackman

June 2020