



## HEALTH AND SAFETY COMMITTEE

18 October 2016

### MINUTES

*PRESENT:*

Ms Cathy Brown	Mr Rex Knight ( <i>Convenor</i> )	Mrs Sonia Buckingham
Dr Paul Cassell	Ms Theo Bryer	Ms Jillian Deans
Mr Andrew Grainger	Dr Alun Coker	Mr Brian Kavanagh
Mr Peter Kelly	Mr Max Hill	Mr David Ladd
Ms Tamsin Piper	Mr Doug King	Mrs Elizabeth Sutton-Klein
	Mr Paul Stirk	

*In attendance:* Ms Gwen Mott (Assistant Radiation Protection Officer), Ms Karen Smith (Wellbeing Consultant), Mr Steve Tidmarsh (Safety Adviser).

*Apologies for absence were received from:* Ms Lesley Alterman, Ms Sue Chick, Mr Zak Mohran, Mr Nigel Waugh.

*Key to abbreviations*

HSC Health and Safety Committee

### Preliminary business

- 1 **CONSTITUTION AND 2016-17 MEMBERSHIP; TERMS OF REFERENCE**
  - 1.1 **Received** – the constitution and 2016-17 membership and terms of reference of HSC.
  
- 2 **MINUTES OF THE MEETING OF 19 JULY 2016**
  - 2.1 **Approved** – the Minutes of the HSC meeting held on 19 July 2016 [*HSC Mins 32-42, 19.07.16*].
  
- 3 **MATTERS ARISING FROM THE MINUTES**

### 3A Regulation of workplace temperature

[HSC Minute 37, 19.07.16]

- 3A.1 Further to the discussion at the last meeting of HSC the Deputy Head of Safety reported that the heating, cooling and ventilation policy that was approved by the Estates Management Committee on 29 June 2016 had been circulated to members. An analysis of building management system (BMS) data had not been made as the information it provided was usually real-time as opposed to historical and not seen as particularly relevant to this issue. It had not been possible to obtain a definitive answer regarding response times for air conditioning programmes. Additional guidance for managers on actions to be taken in the event of extremes of temperature being experienced in the workplace was still to be drafted, to supplement that already on the Safety Services website. That had been prepared following the last HSC meeting and communicated via the August safety alert, which was sent to departmental safety officers and their deputies. The additional guidance will need input from UCL Estates as regards available alternatives to building heating/cooling systems if these are not functioning correctly.
- 3A.3 The trade unions reported that monitoring in two buildings conducted since the last meeting of HSC had shown temperatures exceeding recommended working temperatures. Reports had been sent to Geoff Prudence (UCL Estates) for action. Responding to the trade unions' query regarding how the heating, cooling and ventilation policy would apply to working areas occupied during non-standard working hours such as evenings and weekends, the Director of Estates stated that there was no reason to believe that there would be changes to existing local arrangements as a response to the new policy.
- 3A.4 This item would be brought to the next meeting of the HSC for an update and discussion.

**ACTION: Jillian Deans**

<b>Matters for discussion</b>
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### 4 WELL-BEING STRATEGY

[PAPER 1-03]

*Ms Karen Smith (Wellbeing Consultant) was in attendance for this item.*

- 4.1 **Received** – the Wellbeing@UCL Strategy.
- 4.2 Ms Smith summarised the contents of the draft Wellbeing Strategy.
- 4.3 It was reported that collaborative work with Human Resources would aim to make policies more people-focussed and accessible.

### 5 HEALTH SURVEILLANCE AND MANAGEMENT REFERRAL

[PAPER 1-04]

- 5.1 **Received** – an activity report from UCL Occupational Health & Wellbeing.

5.2 The Head of Occupational Health and Wellbeing described the main points of the report and added that statistical data would be provided to the HSC in the future.

**6 GUIDANCE ON OCCUPATIONAL HEALTH SERVICES IN HIGHER EDUCATION**  
*[PAPER 1-05]*

6.1 **Received** – a report on the above guidance.

6.2 A needs-assessment review of UCL Occupational Health and Wellbeing would be undertaken and brought to a future meeting of the HSC.

**ACTION: Max Hill**

**7 BEST AVAILABLE TECHNIQUE (BAT) POLICY**  
*[PAPER 1-06]*

*Ms Gwen Mott (Assistant Radiation Protection Officer) was in attendance for this item.*

7.1 **Received** – a report on the above policy to be used in the management of radioactive materials and waste at UCL.

7.2 **Approved** – the above policy.

**8 T100 PROGRAMME**  
*[PAPER 1-07]*

8.1 **Received** – a report on the above system of measuring and planning for improvement opportunities in safety management across UCL.

**9 DSO CRD PROGRAMME**  
*[PAPER 1-08]*

9.1 **Received** – a report on the new approach to training of Departmental Safety Officers.

9.2 **Approved** – the above programme.

**10 QUARTERLY PERFORMANCE REPORT**  
*[PAPER 1-09]*

*Mr Steve Tidmarsh (Safety Adviser) was in attendance for this item.*

10.1 **Received** – the above named report.

<b>Other matters for approval or information</b>
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**11 UCL HEALTH AND SAFETY POLICY**  
*[PAPER 1-10]*

11.1 **Received** – the proposed changes to the policy being the four new objectives.

11.2 **Approved** – the above new objectives.

**12 ANNUAL REPORT TO COUNCIL**

[PAPER 1-11]

12.1 **Received** – a report summarising the main activities and developments within the purview of HSC since the last report to Council in October 2015.

12.2 **Approved** – the above report.

**13 CONTROLLED MATERIALS STANDARD AMENDMENT**

[PAPER 1-12]

13.1 **Received** – a proposed amendment to the standard detailing the arrangements for management of Controlled Materials.

13.2 **Approved** – the above amendment.

**14 FIRST AID PROVISION UPDATE**

[PAPER 1-13]

14.1 **Received** – an update on the assessment of first aid provision at UCL.

**15 RISK ASSESSMENT ON RISKNET FOR UNDERGRADUATES**

15.1 **Received** – a verbal report on the possibility of undergraduates using riskNET in the future.

**16 DATE OF NEXT MEETING:**

16.1 24 January 2017 at 2.00 pm

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