



## HEALTH AND SAFETY COMMITTEE

19 July 2016

### MINUTES

*PRESENT:*

Ms Lesley Alterman	Mr Rex Knight ( <i>Convenor</i> )	Dr Paul Cassell
Ms Sue Chick	Ms Theo Bryer	Ms Jillian Deans
Mr Max Hill	Dr Alun Coker	Mr Peter Kelly
Mr Duncan Kennedy	Mr Brian Kavanagh	Mr David Ladd
Ms Tamsin Piper	Mr Doug King	
	Mrs Elizabeth Sutton-Klein	

*In attendance:* Dr Mike Lockyer (Radiation Protection Officer); Mr Steve Tidmarsh (Safety Adviser).

*Apologies for absence were received from:* Ms Cathy Brown, Mrs Sonia Buckingham, Mr Andrew Grainger, Mr Paul Stirk, Mr Nigel Waugh.

*Key to abbreviations*

HSC Health and Safety Committee

#### Preliminary business

#### 32 MEMBERSHIP

32.1 **Noted** – Miss Mehjabin Ahmed and Mr Zak Mohran had joined the HSC as Student Union representatives for 2016-17.

#### 33 MINUTES OF THE MEETING OF 21 APRIL 2016

33.1 **Approved** – the Minutes of the HSC meeting held on 21 April 2016 [*HSC Mins.23 – 31.1, 21.04.16*].

#### 34 MATTERS ARISING FROM THE MINUTES

**Matters for discussion**

**35 TRANSPORT OF DANGEROUS GOODS ANNUAL REPORT**

*PAPER 4-17*

**Received** – a report on the above.

35.1 The annual report and a summary of responses to a survey issued to staff trained on the Carriage of Diagnostic and Infectious Substances by Air course were outlined.

35.2 With the departure of the UCL's Dangerous Goods Safety Adviser (DGSA) in June 2016, the university needed to make alternative arrangements to ensure that there was access to competent advice on this subject. In the interim, it was proposed to retain the services of an external consultant to advise on an 'as needed' basis. In the longer term, the safety adviser who would be recruited to replace the previous DGSA adviser will take on this role (subject to the completion and passing of the relevant accredited courses).

**Approved** – the above proposal.

**36 SAFE-TO-CLEAN PROCESS**

*PAPER 4-18*

**Received** – a report on proposals for changes to the safe-to-clean process for laboratories and workshops.

36.1 The proposals would be progressed over the summer, with the stakeholder group consulted as required (for example in the development of signage), with the aim of trialling the new procedures before the end of the year. The procedures were to be implemented on the Bloomsbury campus in the first instance for a three month trial period.

**Approved** – the proposals and recommendations for implementation of the changes.

**37 REGULATION OF WORKPLACE TEMPERATURE**

*PAPER 4-19*

**Received** – a report on the above.

37.1 Concerns were raised about reports of temperatures exceeding 30°C in the workplace causing staff to feel unwell and risking injury in making adjustments to their working environment. Specific buildings were identified as having been particularly susceptible to extremes of temperature for some time. It was noted that the response time for fixing problems with air-conditioning can be slow.

37.2 It was agreed that the following would be brought to the next meeting:

- The heating, cooling and ventilation policy that was approved by the Estates Management Committee on 29 June 2016
- an analysis of building management system (BMS) data
- the agreed response times for air conditioning problems
- guidance for managers on actions to be taken in the event of extremes of temperatures being experienced in the workplace

**ACTION: Jillian Deans/Alun Coker**

37.3 The paper would be sent to HSC members in advance of the next agenda.

**ACTION: The Secretary**

37.4 The Deputy Head of Safety would arrange for workplace temperature to be included in the August safety alert, which is sent to departmental safety officers and deputies.

**ACTION: Jillian Deans**

### **38 MANAGEMENT OF LASER EQUIPMENT**

*PAPER 4-20*

*Dr Mike Lockyer (Radiation Protection Officer) was in attendance for this item.*

**Received** – a report on the above.

38.1 Eight recommendations to improve the management of non-ionising radiation at UCL were proposed.

**Approved** – the above recommendations.

### **39 IONISING RADIATION SAFETY MANAGEMENT**

*PAPER 4-21*

*Dr Mike Lockyer (Radiation Protection Officer) was in attendance for this item.*

**Received** – a report on the above.

39.1 The annual review of ionising radiation safety management at UCL was summarised.

### **40 QUARTERLY PERFORMANCE REPORT**

*PAPER 4-22*

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

**Received** – the above named report.

40.1 It was reported that those departments which continue not to report any incidents have been targeted with training and awareness raising.

<p><b>Other matters for approval or information</b></p>
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**41 ANY OTHER BUSINESS**

**42 DATE OF NEXT MEETING**

42.1 The meetings of the HSC for 2016-17 will all take place at 2.00 pm.

**18 October 2016**

**24 January 2017**

**11 April 2017**

**18 July 2017**

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26 April 2016