



## Health and Safety Committee

Covid-19 Meeting

20 May 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  
Ms Sheila Curtis  
Ms Francesca Fryer, Director of UCL Estates  
Dr Rachel Hadi-Talab  
Mr Keith Harvey  
Mr Max Hill, Director of Workplace Health  
Mr Richard Jackson  
Mr Brian Kavanagh  
Mr David Ladd  
Dr Matt Lougher  
Ms Aatikah Malik  
Ms Carol Paige  
Mrs Eira Rawlings  
Mr Paul Stirk, Head of Safety

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**Attendees:**

Mr Yassin Benserghin

Mr Ian Dancy

Mr Andy Minnis

Ms Deb Nichols

**Apologies:**

Ms Tansy Jones

Mrs Hayley Ramsay

**Part I: Preliminary Business**

**39 Minutes**

39.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 5 May 2020.

**40 Matters Arising (Paper 5-11)**

40.1 Arising from minute 37.1, raise the matter of on-site security for lone workers with the Security Manager and report back to the committee at the next meeting.

40.2 The Director of Estates reported that security presence on site was at sufficient capacity and reiterated that lone workers should follow their department's processes to ensure that Security were aware of their presence on campus.

**Part II: Strategic Items for Discussion**

**41 Covid 19: UCL status update**

41.1 The convenor summarised the main changes to have occurred since the last meeting.

## **42 Return to onsite working (Paper 5-12)**

42.1 Mr Ian Dancy summarised the proposed UCL approach to a phased return to on-site working and teaching. The purpose of the document was to start a conversation prior to the Prime Minister's 10 May announcement on changes to the lockdown. The paper suggested using a framework (people profile/phases) to support discussions between staff/students and their line manager/head of department, supported by a UCL wide action plan and team/estate checklist.

42.2 It was felt that temperature testing should not be voluntary but there were also doubts about the test's veracity in the context of menopausal women for example. It was agreed that the paper's approach to areas such as temperature testing, face fit testing and agile working, and how these would be communicated would be made clearer in the document.

42.3 The question of airflow in underground spaces used by people on campus was raised. The Director of Estates confirmed that Estates worked to recommendations published by REHVA (The Federation of European Heating, Ventilation and Air Conditioning Associations) to mitigate COVID-19 transmission risks, which Estates are looking to apply where practicable.

## **43 General risk assessment for return to work (Paper 5-14)**

43.1 The risk assessment replaces the existing COVID-19 generic risk assessment that had been discussed at the previous meeting of HSC. Once it had been approved at the next Joint Consultation and Negotiation Committee (JCNC) meeting on 29 May it would be made available online and people could adapt it to suit their activities. Local risk assessments should be reviewed at departmental health and safety committees and a list of those that were convening would be provided for the trade union representatives. A list of trade union health and safety representatives would be sent to the Employee Relations Team in Human Resources.

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43.4 The HSC approved the risk assessment, which will be kept under review in light of ongoing developments/government advice and relevant decisions that UCL might make.

#### **44 Items for discussion from the Trade Unions**

##### **44A Display Screen Equipment (DSE)**

44A.1 The trade unions had produced an interim report on a survey they had organised focusing on home-working UCL staff experiences with DSE, which showed that only 17% of respondents indicated that they did not have any physical health problems and that over 50% had no external keyboard or mouse.

44A.2 It was reported that the new self-assessment system would be ready to launch on Friday 22 May, dependent on the availability of appropriate guidance for managers. The guidance was being produced by Workplace Health in conjunction with Communications and Marketing and was expected to be published shortly.

44A.3 Advice on the safe use of laptops including a good-practice video would be included in communications to staff.

[Post-meeting note: this advice would be provided in the tutorial included in the new DSE self-assessment system, which would also provide a link to the HSE's DSE assessment checklist and video].

##### **44B BAME outsourced workers**

44B.1 It was reported that the majority of outsourced workers were BAME (Black, Asian, and minority ethnic) and low-paid, both risk factors for COVID-19. They had quite rigid work schedules and were heavily dependent on public transport but because of their status they would find it difficult to challenge managers.

44B.2 The Director of Estates stated that UCL was working with Sodexo and Axis to make sure that their staff were protected in the same way that UCL staff

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would be, including asking them for risk assessments to be provided and reviewed.

**45 Review of UCL Health and Safety Objectives 2019/2020 (paper 5-13)**

45.1 The HSC approved the revised objectives for 2019/20 and their extension into the 2020/21 academic year.

**46 Any other business**

46.1 UCL Estates are exploring how additional materials such as videos could support communications to both staff and students to assist them in their return to campus.

The meeting finished at 5.00pm

Jon Blackman

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