



HEALTH AND SAFETY COMMITTEE

21 April 2016

MINUTES

PRESENT:

Ms Lesley Alterman	Mr Rex Knight (<i>Convenor</i>)	Ms Sue Chick
Dr Alun Coker	Dr Paul Cassell	Mr Max Hill
Mr Brian Kavanagh	Mr Andrew Grainger	Mr David Ladd
Mr Paul Stirk	Mr Doug King	
	Mrs Elizabeth Sutton-Klein	

In attendance: Ms Karen Smith (Wellbeing Consultant); Mr Steve Tidmarsh (Safety Adviser).

Apologies for absence were received from: Ms Cathy Brown, Mrs Sonia Buckingham, Ms Jillian Deans, Mr Peter Kelly, Mr Mohammed Ali Mumtaz, Ms Tamsin Piper, Mr Tom Robinson, Mr Nigel Waugh.

Key to abbreviations

FFI	Fee for Intervention
HSC	Health and Safety Committee

Preliminary business

23 MEMBERSHIP

23.1 **Noted** - Ms Tamsin Piper had replaced Mr Richard Marguerie as appointed representative for the Division of Biosciences.

24 MINUTES OF THE MEETING OF 26 JANUARY 2016

24.1 **Approved** – the Minutes of the HSC meeting held on 26 January 2016 [*HSC Mins.13 – 22.1, 26.01.16*].

25 MATTERS ARISING FROM THE MINUTES

Matters for discussion

26 UCL HEALTH AND WELLBEING UPDATE

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

Received – a verbal report on the above.

26.1 The six objectives of the wellbeing strategy were outlined and the plan and timeline for bringing the strategy into action were described. The six objectives of the strategy were:

- To create a positive and supportive environment across UCL (workplace and learning)
- To embed wellbeing through policies and practices throughout UCL
- To reduce sedentary lifestyles through increasing movement
- To support/foster mental wellness
- To remove the stigma around mental health
- To encourage behaviour change through health promotion

26.2 The Wellbeing Consultant was in the process of meeting UCL staff and students to publicise the objectives. A website was due to be launched in May, in which month there would also be a 'reach out for wellbeing champions' and a meeting with the trade unions to discuss the plan. The views of key stakeholders would be sought in June/July 2016 with an official launch of the strategy in late 2016.

26.3 The strategy, once agreed, will be brought for information to the HSC.

27 FUNDING ARRANGEMENTS FOR HEALTH AND SAFETY BREACHES AND PROSECUTIONS

PAPER 3-14

Received – a report on the above.

27.1 It was agreed that for material breaches caused by a department and not due to UCL-wide failings, the FFI fees should be borne by the department/faculty and thus identified as a cost of non-compliance, and that potentially very high successful prosecution costs would be centrally funded.

Approved – the above report.

28 ASSESSMENT OF FIRST AID PROVISION REVIEW

PAPER 3-15

Received – a report on the above.

28.1 UCL Safety Services would carry out baseline assessments on the number of first aiders required on a building by building basis and for normal operations.

The assessment would then be compared to the recorded number of first aiders for that building held within riskNET. Where there was a shortfall at a particular location, departments in the building concerned would be notified by Safety Services whether additional first aiders were required or First Aid Appointed Persons would suffice.

- 28.2 Requests for first aid training for normal operations would no longer require a specific first aid needs assessment to be made by the Department. Safety Services will only approve the request if an individual was undertaking refresher training or where the department could justify that additional first aiders over the baseline figure were needed. The system for requesting specific first aid training for fieldwork will still require a risk assessment to be provided to Safety Services. Safety Services will also be responsible for entering the details of those trained in the departmental responsible person registers.

Approved – the above report.

29 QUARTERLY PERFORMANCE REPORT

PAPER 3-16

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

Received – the above named report.

- 29.1 It was noted that a number of departments continue not to have any reported work-related injuries for staff. Safety advisers had promoted the use of riskNET in their dealings with departmental contacts and it was hoped that any under-reporting would be improved in time.

Other matters for approval or information
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30 ANY OTHER BUSINESS

31 DATE OF NEXT MEETING

- 31.1 The next meeting of the HSC would take place on Tuesday 19 July 2016 at 2.00 pm.

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