



## HEALTH AND SAFETY COMMITTEE

23 January 2018

### MINUTES

*PRESENT:*

Mrs Sonia Buckingham	Mr Rex Knight ( <i>Convenor</i> )	Ms Katie Canada-Chwieroth
Dr Paul Cassell	Mr Colin Byelong	Ms Sheila Curtis
Mr Kelvin Gwilliam	Dr Alun Coker	Mr Max Hill
Mr Hamza Jamshaid	Dr Rachel Hadi-Talab	Mr Peter Kelly
Mr David Ladd	Mr Brian Kavanagh	Mr Paul Stirk
Mrs Elizabeth Sutton-Klein	Ms Tamsin Piper	
	Ms Kate Thornton	

*In attendance:* Mr Martin Earlam (Head of Engineering); Mr Tony Langford (Division of Biosciences); Ms Karen Smith (Head of Wellbeing); Mr Steve Tidmarsh (Safety Adviser)

Apologies for absence were received from: Ms Theo Bryer; Mr Andrew Grainger; Mr Doug King; Miss Aiysha Qureshi; Ms Fiona Ryland

*Key to abbreviations*

AED	Automatic External Defibrillator	HSE	Health and Safety Executive
HSC	Health and Safety Committee	UCU	University and College Union

#### Preliminary business

12 **MINUTES OF THE MEETING OF 26 OCTOBER 2017**

[HSC Mins 1-11, 26.10.17]

- 12.1 **Approved** – the Minutes of the HSC meeting held on 26 October 2017 were approved subject to clarification by the Director of Occupational Health and Wellbeing that his statement in Minute 6.4 was a personal opinion.

13 **MATTERS ARISING FROM THE MINUTES**

[PAPER 1-05 (17-18)]

<b>Matters for discussion</b>
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14 **ASBESTOS MANAGEMENT**

*[PAPER 2-11 (17-18)]*

*Mr Martin Earlam (Head of Engineering) was in attendance for this item.*

14.1 **Received** – the above report.

14.2 The Head of Engineering gave an overview of asbestos management at UCL.

14.3 Whilst the Estates Division focuses on asbestos contained within the building fabric and infrastructure, Union representatives were concerned about possible exposure in equipment such as furnaces and incubators which may contain asbestos. If suspected damaged fibre-releasing asbestos materials are identified the UCL Appointed Person (Asbestos) should be contacted by the department in the first instance. Safety Services should also be notified. The incident should be reported on riskNET.

14.4 Any suspected exposure to asbestos fibres should be reported to the individual's GP and UCL Occupational Health who will document any potential exposure and provide support.

15 **IONISING RADIATION REGULATIONS 2017 (IRR17)**

*[PAPER 2-12 (17-18)]*

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

15.1 **Received** – the above report.

15.2 The Radiation Protection Officer provided the Committee with an update on this new legislation which came into force on 1 January 2018.

15.3 A verbal update advised that an initial draft policy for the use of Artificial Optical Radiation use at UCL, prepared by a specialist consultancy, was being reviewed and would be brought to the next HSC for consideration.

16 **AIR QUALITY AT UCL**

*[PAPER 2-13 (17-18)]*

16.1 **Received** – the above report.

16.2 The Trade Union Safety Representatives outlined their concerns about poor air quality in London.

16.3 The Head of Engineering assured members that UCL follows TM44 Regulations dealing with inspection of air conditioning and ventilation systems in buildings including regular maintenance and filter changes. On a high pollution day, as declared by the UK Met Office, these systems will not necessarily reduce "in building" risk. At risk individuals should bear this in mind when assessing pollution risks to their health.

16.4 Concerns relating to poor air quality should be raised with the Customer Services team in the first instance with escalation to the building's Facilities Manager should it be necessary. The issues at LCN and 20 Bedford Way were noted.

17 **WELLBEING UPDATE**

[PAPER 2-14 (17-18)]

17.1 **Received** – the above report.

17.2 The Head of Wellbeing gave an update on the Wellbeing@UCL strategy.

17.3 The Stress Policy is currently being reviewed and the Head of Wellbeing will present the draft policy at the next HSC meeting. **ACTION: Karen Smith**

18 **OVERCROWDING SAFETY CONCERNS**

[PAPER 2-15 (17-18)]

18.1 **Received** – the above report.

18.2 Trade Union representatives raised concerns that centrally booked meeting spaces were being allocated with insufficient seats.

18.3 The Head of Safety confirmed that the fire risk assessment determined occupancy levels and this should not be exceeded.

18.4 The “general principle” is that the number of seats indicated by the Room Bookings team was the “safe number” for occupancy.

18.5 It was reported that individual departments are increasing the number of desks/seats in office spaces and Union representatives fear that the HSE minimum space volume legal limits are being exceeded.

18.6 It was agreed that articles in UCL Exchange and SafetyMatters targeted at Academic Leaders and Departmental Safety Officers respectively would advise managers not to exceed seating designs and consult with the Estates Division should additional seats be required. **ACTION: Paul Stirk**

19 **THE LEVEL OF PROVISION OF AEDs IN HIGHER EDUCATION**

[PAPER 2-16 (17-18)]

19.1 **Received** – the above report.

19.2 It was agreed that expert advice would be sought from the London Ambulance Service to assist in a mapping exercise to determine suitable locations for subsequent preparation of a business case for the deployment of AEDs across campus. **ACTION: Max Hill/Paul Stirk**

20 **QUARTERLY PERFORMANCE REPORT**

[PAPER 2-17 (17-18)]

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

20.1 **Received** – the above report.

20.2 A new style dashboard report was presented to the Committee for comment.

20.3 It was requested that the quarterly data be compared against data from the same quarter of the previous year in addition to the previous quarter.

**ACTION: Steve Tidmarsh**

<b>Other matters for approval or information</b>
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21 **DATE OF NEXT MEETING:**

21.1 27 March 2018 at 2.15 pm

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24 January 2018