



HEALTH AND SAFETY COMMITTEE

23 April 2018

MINUTES

PRESENT:

Mrs Sonia Buckingham	Mr Rex Knight (<i>Convenor</i>)	Mr Colin Byelong
Ms Katie Canada-Chwieroth	Ms Theo Bryer	Dr Alun Coker
Dr Rachel Hadi-Talab	Dr Paul Cassell	Mr Hamza Jamshaid
Mr Brian Kavanagh	Mr Max Hill	Mr Doug King
Mr David Ladd	Mr Peter Kelly	Mrs Hayley Ramsay
Ms Fiona Ryland	Ms Tamsin Piper	Mrs Elizabeth Sutton-Klein
	Mr Paul Stirk	

In attendance: Dr Mike Lockyer (Laser Safety Officer); Ms Karen Smith (Head of Wellbeing); Mr Steve Tidmarsh (Safety Adviser)

Apologies for absence were received from: Mr Andrew Grainger; Mr Kelvin Gwilliam; Miss Aiysha Qureshi; Ms Kate Thornton

Key to abbreviations

HSC	Health and Safety Committee	LSO	Laser Safety Officer
LPO	Laser Protection Officer		

Preliminary business

22 **MINUTES OF THE MEETING OF 24 JANUARY 2018**

[HSC Mins 12-21, 24.01.17]

22.1 **Approved** – the Minutes of the HSC meeting held on 24 January 2018 were approved, subject to amendment to ‘which may be encased in’ in place of ‘which may contain’ at Minute 14.3 at the request of the Trade Union representatives.

23 **MATTERS ARISING FROM THE MINUTES**

[PAPER 3-18 (17-18)]

23A **Asbestos Management**

23A.1 It was agreed that the revised asbestos management plan be included in the agenda for the next meeting of HSC for discussion. **ACTION: The Secretary**

Matters for discussion

24 **STRESS GUIDANCE AND WELLBEING SURVEY UPDATES**

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

24.1 **Received** – the above verbal report.

24.2 Ms Smith presented the key headlines from the Wellbeing Survey. The full results would be placed on the Wellbeing@UCL website in May.

24.3 A draft self-assessment stressor questionnaire and stress risk assessment including a manager's checklist were tabled. Ms Smith would circulate the documents to HSC members by email for comment.

ACTION: Karen Smith

25 **ARTIFICIAL OPTICAL RADIATION STANDARD**

[PAPER 3-19 (17-18)]

Dr Michael Lockyer (Laser Safety Officer) was in attendance for this item.

25.1 **Received** – the above standard.

25.2 Dr Lockyer outlined the main features of the standard. He noted that the specialist laser risk assessment template would be available on riskNET from the end of April.

25.3 The advice of the Laser Protection Adviser would be sought on measuring the potential hazards of sources that emit infrared radiation and guidance would be added on this matter to the standard.

ACTION: Mike Lockyer

25.4 Greater clarity would be provided on the LSO and LPO roles in risk assessment authorisation at section 3.

ACTION: Mike Lockyer

26 **QUARTERLY PERFORMANCE REPORT**

[PAPER 3-20 (17-18)]

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

26.1 **Received** – the above report.

26.2 It was requested that the quarterly data on DSE assessments be compared with that for the previous quarter in the report for the next meeting of HSC.

ACTION: Steve Tidmarsh

Other matters for approval or information

27 **DATE OF NEXT MEETING:**

27.1 24 July 2018 at 2.15 pm

JON BLACKMAN
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