



HEALTH AND SAFETY COMMITTEE

23 July 2019

MINUTES

PRESENT:

Ms Theo Bryer	Ms Fiona Ryland (<i>Convenor</i>)	Ms Rebecca Caygill
Dr Alun Coker	Mr Colin Byelong	Dr Rachel Hadi-Talab
Mr Keith Harvey	Ms Francesca Fryer	Mr Brian Kavanagh
Mr David Ladd	Mr Max Hill	Mrs Hayley Ramsay
Mrs Eira Rawlings	Dr Matt Lougher	Mrs Elizabeth Sutton-Klein
Mr Peter Warwick	Mr Paul Stirk	

In attendance: Ms Shirley Fantie; Mr Andy Minnis; Mr James Michaels; Ms Karen Smith.

Apologies for absence were received from: Mrs Sonia Buckingham; Mr Brian Campbell; Ms Katie Canada-Chwieroth; Mr Kelvin Gwilliam; Miss Tansy Jones; Miss Aatikah Malik; Ms Carol Paige.

Key to abbreviations

DSE	Display Screen Equipment	HRPC	Human Resources Policy Committee
HSC	Health and Safety Committee	IoE	Institute of Education
PSLT	Professional Services Leadership Team		

Preliminary business

38 MEMBERSHIP

38.1 **Noted** – Dr Rebecca Caygill had joined as Communications & Marketing representative; Mr Brian Campbell had replaced Mr Dominick Kelly as Representative for Division of Biosciences; Miss Tansy Jones had replaced Ms Kate Thornton as UCLGOSICH representative. Miss Aatikah Malik and Ms Carol Paige were the new Student Union representatives.

39 MINUTES OF THE MEETING OF 7 MAY 2019

- 39.1 **Approved** – the Minutes of the HSC meeting held on 7 May 2019 [*HSC Min's 26-37, 07.05.19*].

40 **MATTERS ARISING FROM THE MINUTES**

[*PAPER 4-21 (18-19)*]

[see also 45.3 below]

40A **Updated report on Eating Spaces**

HSC Minute 32.4, 07/05/2019

- 40A.1 An update on progress had been provided. It was necessary to establish if surveying all eating and rest facilities across the central London campus for occupancy was financially viable. It was agreed that the report should include both planned and actual occupancy. **ACTION: Louise Raynham**
- 40A.2 A test case would be made of the IoE as facilities at that building had been mentioned especially previously. The upcoming changes planned in phase 2 of the IoE masterplan would include works by the front door, of which eating and rest facilities are a part.

<p style="text-align: center;">Matters for discussion</p>
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41 **MANDATORY USE OF RISKNET FOR RISK ASSESSMENTS**

[*PAPER 4-22 (18-19)*]

HSC Minute 33.5, 07/05/2019

- 41.1 **Received** – the above paper, proposing that it should be mandatory for all risk assessments to be recorded on riskNET.
- 41.2 The guidance would be updated to include a note that dynamic risk assessments which note for example day-to-day changes, should refer to or be linked with a risk assessment on riskNET. Guidance on approval of risk assessments would also be included. **ACTION: Paul Stirk**
- 41.3 **Approved** – the above proposal.

42 **PRINCIPLES AND PRACTICE IN BIOSAFETY ELEARNING**

[*PAPER 4-23 (18-19)*]

Mr Andy Minnis (Safety Adviser) was in attendance for this item.

- 42.1 **Received** – the above paper, proposing that the eLearning course 'Principles & Practice of Biosafety' be made a mandatory training requirement for all staff and post-graduate students undertaking genetic modification work or work with biological agents for the first time.
- 42.2 As part of monitoring of completion rates, departmental safety committees would be able to request completion reports from Safety Services.
- 42.3 **Approved** – the above proposal.

43 **QUARTERLY PERFORMANCE REPORT**

[PAPER 4-24 (18-19)]

Ms Shirley Fantie (Safety Adviser) was in attendance for this item.

43.1 **Received** – the above paper.

43.2 The issue of non-compliance in relation to reporting incidents, undertaking DSE assessments and completing online training would be taken to PSLT for review at the earliest opportunity. **ACTION: Fiona Ryland**

43.3 The terms of reference for departmental safety committees would be shared with members of the committee. **ACTION: Hayley Ramsay**

43.4 The poor review rate for asbestos-related incidents illustrated in table 8 would be addressed. **ACTION: Francesca Fryer**

44 **LEGISLATION AND ENFORCEMENT AGENCIES UPDATE**

[PAPER 4-25 (18-19)]

44.1 **Received** – the above paper.

44.2 Details of the one student accommodation building on which work addressing cladding material was continuing would be provided for the trade unions. **ACTION: Francesca Fryer**

45 **OCCUPATIONAL HEALTH & WELLBEING UPDATE**

[PAPER 4-26 (18-19)]

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

HSC Minute 8.2, 02/11/2018

45.1 **Received** – the above report.

45.2 The report had previously been seen by the Human Resources Policy Committee. The question of how to monitor the number of Occupational Health & Wellbeing's recommendations being implemented by managers and how to improve the take-up rate was discussed.

45.3 Regarding the joint union and management working group on stress, members from both the HPRC and HSC would be asked to be involved to update the strategy which would be taken to HRCPC and HSC for approval.

ACTION: Karen Smith

46 **ACADEMIC STAFF WORKLOAD**

[PAPER 4-27 (18-19)]

46.1 **Received** – the above report, describing and recommending action for dealing with the ever-increasing workload of academic and teaching staff.

46.2 A working group to develop model guidelines for providing local workload policies would be formed to include Alun Coker, Peter Warwick, the new Head of Human Resources and members of Professional Services.

ACTION: Peter Warwick

47 **ANY OTHER BUSINESS**

<p style="text-align: center;">Other matters for approval or information</p>

48 **DATES OF 2019-20 MEETINGS:**

48.1 24/10/19
28/01/20
30/04/20
28/07/20

all at 2.00 pm

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