

Health and Safety Committee

Covid-19 Meeting

23 September 2020, 4.00pm

Minutes

Present Members:

Dr Matthew Blain, Executive Director of Human Resources (vice Convenor)

Miss Hayley Boakes

Ms Sandra Bond

Ms Theo Bryer

Ms Sonia Buckingham

Mr Colin Byelong

Dr Rebecca Caygill

Dr Alun Coker

Miss Yasmeen Daoud

Dr Rachel Hadi-Talab

Mr Keith Harvey

Mr Max Hill, Director of Workplace Health

Ms Tansy Jones

Mr Brian Kavanagh

Mr David Ladd

Dr Matt Louger

Ms Carol Paige

Ms Hayley Ramsay, Deputy Head of Safety

Ms Joanne Tapper

Attendees:

Prof Graham Hart

Mr Duncan Palmer

Prof Irene Petersen

Apologies:

Mrs Eira Rawlings

Ms Fiona Ryland, Chief Operating Officer (Convenor)

Mr Paul Stirk, Head of Safety

Part I: Preliminary Business

110 Minutes

110.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 11 September 2020 with the addition that the Trade Unions supported the paper on Managing Covid-19 Sickness Absence subject to accompanying guidance for managers being available and suggested that the paper be referred to the Joint Negotiating Committee for further discussion.

111 Matters Arising (Paper 14-51)

- 111.1 Arising from minute 77.2, report back to HSC on focus group sessions arranged for the joint union and management working group on stress, and working group to identify the next steps and solutions, a full paper would be submitted to the 23 October meeting.
- 111.2 Arising from minute 103.2, consider the request for a management representative from the Institute of Education to join the Committee in relation to the terms of reference. The Convenor would aim to complete this action by the next meeting.
- 111.3 Arising from minute 103.3, engage with the HR Employment Policy Team to produce a support and policy framework for people who are experiencing long-term illness having contracted Covid-19, to be made available on the HR website. The guidance was now almost ready to publish.
- 111.4 Arising from minute 103.7, invite the Trade Unions to a meeting taking place week beginning 14 September to inform the approach for managing the impact of a further outbreak of COVID-19. A meeting was still due to be arranged.

Part II: Strategic Items for Discussion

112 Covid 19: UCL status update

112.1 An update was provided on timetabling the student experience whilst ensuring the campus is Covid-19 safe. It was reported that the Connect to Protect app has already seen traffic and the wording on the Face Covering Policy has been amended to say that UCL expects people to wear a face covering if they can.

113 Options for wider-scale testing for Covid-19

113.1 Prof Graham Hart provided a verbal report describing the pilot testing programme and the arrangements for symptomatic testing of students in halls of residence, which would be extended to staff and students on campus.

113.2 The UCL testing service would align with the “Connect to Protect” tool. The turnaround times would be significantly quicker than the NHS Test and Trace service as the laboratory test could be conducted in a day and positive results would be notified via SMS the same day.

113.3 There was a possibility of extending to asymptomatic testing where there had been a known exposure. It was suggested that batch testing could be targeted for forward-facing staff such as security guards and students attending from London schools.

114 Cleaning on Campus (Paper 14-53)

114.1 Mr Duncan Palmer presented a paper on the change of approach to cleaning on campus following guidance issued by HM Government on 10 September 2020.

114.2 The Committee requested assurance that cleaning service level agreements were being met. Safety Services would include cleaning as part of the Covid-19 assurance audits to be completed over the coming month and would report their findings to the Committee.

115 Face Fit Testing Update (Paper 14-54)

115.1 The Deputy Head of Safety presented a paper informing the Committee that the temporary face fit testing arrangements had been reviewed as previously

agreed and confirmed that the arrangements remain current. The arrangements would be reviewed again in November 2020.

- 115.2 The Committee requested that guidance, perhaps in the form of a video, be made available for staff who commute on how to improve the fit of face coverings.

116 Items for discussion from the Trade Unions (Paper 14-55)

116.1 Compliance with UCL Generic Risk Assessment RA035341/4:

116.2 Concerns were raised that UCL policies are not complying with the Generic Risk Assessment. Guidance had been issued to Heads of Department that student-facing roles would need to be performed on campus but other roles should be home-working based. Space was available for those who want to work from campus.

116.3 Individual Health Risk Assessment Tool:

116.4 The age for those who are at increased risk from coronavirus had been amended in the Health Risk Assessment Tool to aged 50 and above, particularly for those with comorbidity. A matrix to provide a 'general risk indicator' of a person's exposure to Covid-19 would be explored, taking into account such things as commute, role type, interactions.

116.5 Occupancy Levels:

116.6 It was reported that there were instances where occupancy in buildings was more than 25%. The Committee reaffirmed that occupancy levels had not changed from 1 in 4 people (25%). Members should advise the Committee if they found evidence that the occupancy exceeds 25%.

116.7 The Timetabling team would be approached to clarify the position with room capacity on the room booking system as it was reported that it exceeds 25% occupancy.

116.8 Screening for COVID-19 in Halls of Residence:

116.9 The trade unions requested that UCL develop a test strategy among students living in halls of residence which includes both individuals who are symptomatic as well as asymptomatic.

116.10 Following consultation with Public Health Camden and the London Coronavirus Response Cell, UCL will provide symptomatic testing but would

23 September 2020

remain flexible and be ready to offer asymptomatic testing when encouraged to do so by Public Health England.

117 Any other business

The meeting finished at 5.10pm

Tracy Samson

September 2020