



**Health and Safety Committee**

Covid-19 Meeting

23 October 2020, 11.30am

Minutes

**Present Members:**

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

Miss Hayley Boakes

Ms Sandra Bond

Ms Sonia Buckingham

Mr Colin Byelong

Mr Roy Capleton

Dr Alun Coker

Miss Yasmeen Daoud

Dr Rachel Hadi-Talab

Mr Keith Harvey

Ms Tansy Jones

Mr Brian Kavanagh

Mr David Ladd

Dr Matt Lougher

Ms Carol Paige

Ms Hayley Ramsay, Deputy Head of Safety

Mrs Eira Rawlings

Mr Paul Stirk, Head of Safety

Ms Joanne Tapper

**Attendees:**

Mr Ian Dancy

Ms Shirley Fantie

Mr Andrew Meredith

Mr Andy Minnis

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Ms Deb Nichols

Ms Tracy Pearmain

Prof Irene Petersen

Mr Tom Rowson

Ms Karen Smith

**Apologies:**

Ms Theo Bryer

Mr Max Hill, Director of Workplace Health

Ms Fiona Ryland

**Part I: Preliminary Business**

**9 Minutes**

9.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 9 October 2020 with the amendment at 2.6 that 'the reference to age would be updated to 50.'

**10 Constitution and 2020-21 Membership; Terms of Reference (Paper 2-06)**

10.1 Approved.

**11 Matters Arising (Paper 2-07)**

11.1 Arising from minute 2.5, publish the draft version of matrix to provide a 'general risk indicator' of a person's exposure to Covid-19 once it's agreed with the Director of Workplace Health. The Head of Safety stated that the draft was due to be published on 27 October. It was requested that it be circulated to Committee members.

11.2 Arising from minute 2.6, confirm the reference to age in the individual risk assessment tool has been updated to 50. This had been updated.

**Part II: Strategic Items for Discussion**

**12 Workplace Health Annual Report 2019/2020 (Paper 2-08)**

12.1 Ms Karen Smith presented a paper providing an overview of UCL Workplace Health activity data for the academic year 2019/2020, including referral for advice, health surveillance statistics and wellbeing activity.

- 12.2 It was agreed that the Head of Wellbeing would review the side-effects of mindfulness and Cognitive Behavioural Therapy (CBT) and report back at the next quarterly meeting.

**13 Transport of Dangerous Goods Annual Report 2019/20 (Paper 2-10)**

- 13.1 Mr Andy Minnis presented the summary of UCL's carriage of dangerous goods by road and air for the period from October 2019 to September 2020 inclusive.

**14 Genetic Modification Safety Committee Report 2019/2020 (Paper 2-11)**

- 14.1 Mr Andy Minnis presented the report which highlighted the key activities of the UCL Genetic Modification Safety Committee (GMSC) for the academic year 2019/20.
- 14.2 The convenor commended the author for the report and also the GMSC for the work undertaken during the year, which included extraordinary meetings to focus on specific issues relating to the COVID-19 pandemic, including safe work with COVID-19 samples and SARS-CoV-2 viral cultures.

**15 Quarterly performance report (Paper 2-12)**

- 15.1 Mr Andy Minnis presented the report of health and safety performance data for the fourth quarter of the academic year 2019/20.
- 15.2 All faculties/groups continued to miss the 10 day incident review target (80% of incidents). This had been the case for two years. This area for improvement would be raised at local health and safety committees and with Heads of Department. It would also be included as a subject of one of the 'How to' webinars on using riskNET that are going to be introduced.
- 15.3 A new incident type relating to the hazard arising from non-compliance with COVID-19 controls would be added to the options available when logging an incident on riskNET, to avoid confusion with the 'hazard observation' incident type.
- 15.4 The Head of Safety agreed to consider how to improve the sign-off rate of incidents, to allow for a meaningful review of high-risk incidents, which could be shared with the Trade Unions.

**16 Items for discussion from the Trade Unions (Paper 2-13)**

- 16.1 The Trade Unions requested weekly COVID-19 testing of: students living in UCL student accommodation; student teachers expected to move between schools and UCL; medical students; staff with a high number of daily contacts; and staff with outreach commitments. A commitment to extend screening to all staff and students attending campus as soon as possible thereafter, and no later than Term 2 was also called for.
- 16.2 The Trade Unions requested maximum 25% occupancy level in all UCL indoor spaces and class sizes limited to 15 until COVID-19 prevalence is reduced to August 2020 levels.
- 16.3 The vice convenor (in his capacity as a member of the Senior Management Team) declined the Trade Unions' requests, affirming the formal UCL position. The request for weekly asymptomatic testing of all students and staff made at the 9 October meeting had been taken to the Public Health Advisory Panel (PHAP) who advise the Senior Management Team. The proposal was not adopted but would be kept under review.
- 16.4 The Trade Unions requested the Committee recommend that all potential contacts of a confirmed positive case of COVID-19 should be informed of their potential exposure as soon as UCL or the appropriate line manager/lecturer is informed of a positive case.
- 16.5 It was agreed that the Trade Unions would attend a meeting to discuss the request in more detail, to be arranged by Mr Ian Dancy.
- 16.6 The Committee agreed that the request be reviewed and a decision brought to the next meeting.
- 16.7 The Students Union emphasised that students wanted more face to face teaching and activities on campus

**17 Health and Safety Committee Annual Report 2019/20 (Paper 2-14)**

- 17.1 The Deputy Head of Safety presented the summary of the main activities and developments within the purview of the Health and Safety Committee (HSC) since the last HSC report to Council.
- 17.2 The Committee approved the report.

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**18 Any other business**

The meeting finished at 1.15 pm

Jon Blackman

October 2020