



HEALTH AND SAFETY COMMITTEE

Tuesday 24 January 2012

MINUTES

PRESENT:

Mr Rex Knight (Convenor)

Ms Cathy Brown	Mrs Sonia Buckingham	Ms Sue Chick
Mr Mike Cresswell	Ms Jillian Deans	Ms Rachel Eyre
Mr Andrew Grainger	Ms Angela Graneek	Dr Frederique Guesdon
Dr Robyn Hay-Motherwell	Ms Jenny Head	Mr Doug King
Mr Peter Kelly	Mr David Ladd	Mr Nigel Waugh

In attendance: Mr Roy Capleton, Mr Daren Caruana, Mr Andy Costi, Mr Ivan Parkin, Mr Ian Wright
Apologies from Ms Lesley Alterman, Mr Bill Lehm, Mr Paul Stirk.

Key to abbreviations used in these Minutes

FEM	Fire Evacuation Marshal	HSC	Health and Safety Committee
LCN	London Centre for Nanotechnology	StRaW	Stress and Well-Being Committee
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations		
UCU	University and College Union		

10 CONSTITUTION AND MEMBERSHIP

[HSMT Min. 1, 11/10/11]

Noted:

10.1 Ms Jenny Head had replaced Dr Helen Donoghue as a UCU representative.

11 MINUTES

Approved:

11.1 The Minutes of the meeting of HSC held on 11 October 2011 *[HSC minutes 1-9.1, 2011-12]*, circulated previously, were confirmed by the HSC and signed by the Convenor.

12 MATTERS ARISING FROM THE MINUTES

13 OLYMPICS PREPARATION

Received:

- 13.1 A verbal report on UCL's preparations for the Olympics from the Soft Services Manager.

Discussion:

- 13.2 Due to the likely huge impact on public transport and severe delays to staff travelling times, flexible and home working is likely to increase during the Olympics. The health and safety implications will be that there will be reduced staff on site, with increased lone working and reduced first aid, fire evacuation marshal (FEM) and safety officer cover.
- 13.3 Risk assessments should be undertaken in laboratories and workshops to plan for this.
- 13.4 The availability of first aid cover and FEMs needs to be considered by departments well in advance. Departments need to ensure that they have adequate fire evacuation marshal and first aid cover during the Olympics period, keep an up to date list of their departmental fire evacuation marshals and first aiders and make the list of departmental fire evacuation marshals and first aiders available to all staff.
- 13.5 In addition the Soft Services Manager the will arrange for a reminder to this effect to be put on the planned UCL Olympics Logistics website. **[Action: Ian Wright]**

14 CHEMISTRY INCIDENTS

Noted:

- 14.1 An experiment in Chemical Vapour Deposition (CVD) in a fume cupboard resulted in a substance escape from a container. The reaction of the substance with the air resulted in the creation of Hydrogen chloride (HCl) in gaseous form which emerged from the fume cupboard and triggered a nearby fire sensor which resulted in the evacuation of the laboratory. This then resulted in the attendance of the Fire Brigade and the closure of Gordon Street. This incident was subsequently reported to the Health and Safety Executive under RIDDOR.
- 14.2 Also in a separate incident, a small explosion occurred during a small scale ozonolysis reaction taking place in a fume cupboard which shattered the glass (the protective sash of the cupboard). This was subsequently investigated by the Fire Brigade and UCL's Fire Officer.

Received:

- 14.3 A verbal report from representatives of the Department of Chemistry.

Discussion:

- 14.4 The HSC was satisfied with the full account given by the Department of Chemistry representatives of the causes of the incidents, the incident details and the recommendations that have been made, and in the main part already acted upon. The Deputy Head of Safety noted the importance of planned preventive maintenance.
- 14.5 In response to a query regarding how the other departments should be notified of the potential risk in using fume hoods that are not fully closed, the Deputy Head of Safety

stated that this would be advertised more widely, perhaps via the riskNET Spotlight facility and Departmental Safety Officers network. **[Action: Jillian Deans]**

15 TRAFFIC MANAGEMENT PLAN

[HSC Min 3, 11/10/11]

Noted:

15.1 At the last meeting of HSC it was noted that due to the potential impact on departments within UCL, extensive consultation is being sought through the departmental safety committees with the aim of presenting a final report and recommendations at the next HSC.

Received:

15.2 An update report on the traffic management plan from the Safety Manager (Construction, Maintenance & Fire) at APPENDIX HSC 2/08 (11-12).

Discussion:

15.3 In response to a query from the London Centre for Nanotechnology (LCN) representative regarding the effects of the plan on departments in buildings around the Physics Yard, the Deputy Head of Safety requested that this be addressed to the Safety Manager (Construction, Maintenance & Fire) for incorporation in the plan.

[Action: Frederique Guesdon]

16 ASBESTOS MANAGEMENT PLAN

Received:

16.1 A note on the key changes made to the UCL Asbestos Management Plan following its annual review, from the Safety Manager (Construction, Maintenance & Fire) at APPENDIX HSC 2/09 (11-12).

16.2 The full plan was available to view at:

http://www.ucl.ac.uk/estates/safetynet/consultation/asbestos_management_plan.pdf

Discussion:

16.3 The Deputy Head of Safety agreed to check with the Safety Manager (Construction, Maintenance & Fire) regarding the frequency of the inspection programme being reduced to two years and the definition of lower risk mentioned in item '5.4.3 Monitor' at point 2. **[Action: Jillian Deans]**

Approved:

16.4 The HSC approved the changes to the UCL Asbestos Management Plan.

17 QUARTERLY PERFORMANCE REPORT

Received:

- 17.1 The above report to be presented by the Deputy Head of Safety at APPENDIX HSC 2/10 (11-12).

18 STATUTORY COMPLIANCE

Received:

- 18.1 The above update report from the Safety Manager (Construction, Maintenance & Fire) at APPENDIX HSC 2/11 (11-12).

Reported:

- 18.2 The Deputy Head of Safety provided an overview of statutory compliance requirements and recommendations for improvement.

Discussion:

- 18.3 In response to a query from the LCN representative about how existing departmental asset registers would be incorporated in to the arrangements, the Deputy Head of Safety agreed to investigate the matter and contact the LCN representative.

19 RISKNET

Received:

- 19.1 An update from the Deputy Head of Safety.

Reported:

- 19.2 The Deputy Head of Safety reported that the Display Screen Equipment (DSE) tool and Incident Reporting had both been operating well in the new version of the system.

20 LÖFSTEDT REVIEW

Received:

- 20.1 A report to be presented by the Deputy Head of Safety at APPENDIX HSC 2/12 (11-12).

Reported:

- 20.2 The Deputy Head of Safety commented that the review recommendations were expected to have minimal impact on UCL.

21 FIRE DRILLS

Received:

- 21.1 A report from the Safety Manager (Construction, Maintenance & Fire) at APPENDIX HSC 2/13 (11-12).

Reported:

- 21.2 The Deputy Head of Safety added that the UCL Fire Officer was pleased with the marked overall improvement in the fire drill arrangements.

22 STRESS AND WELL-BEING COMMITTEE DISBANDMENT

Received:

- 22.1 A report from the Head of Occupational Health Services on the disbandment of StRaW at APPENDIX HSC 2/14 (11-12).

Discussion:

- 22.2 It was agreed that any items for consideration could be discussed in pre-consultation if required.

Approved:

- 22.3 The HSC approved the inclusion of the consideration of the business of the StRaW Committee in HSC business and agreed that the StRaW Committee be disbanded.

23 ISSUES ARISING FROM RELATED COMMITTEES

- 23.1 No issues have been requested to be tabled from the following committees:

- Ionising Radiations Safety Management Committee
- Genetic Modification Safety Committee
- Departmental Safety Committees

24 ANY OTHER BUSINESS

24A Senior Management Awareness Training

- 24A.1 The Deputy Head of Safety provided the following responses to the LCN representative's request for further information on the following:

- Definition of senior management – to be defined by the local management of individual Departments/Post-Graduate Institutes
- agreed criteria to be covered – a combination of briefing, conversation, questionnaire and audit
- Will there be a published timetable for the 2-year cyclical programme? – the schedule has yet to be specified, it is currently being piloted in UCL Estates
- Who will dispense the training? – safety advisers from Safety Services

25 **DATE OF NEXT MEETING**

Noted:

- 25.1 The next scheduled meeting of HSC will take place on **Tuesday 8 May 2012** at **2.00 pm** in the **Council Room**.

JON BLACKMAN

Safety Services

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17 January 2012