



HEALTH AND SAFETY COMMITTEE

24 March 2015

MINUTES

In attendance:

Mr Rex Knight (*Convenor*)

Ms Makeba Adero
Ms Sue Chick
Mr Andrew Grainger
Mr Omar Khan
Mr Richard Marguerie
Mr Paul Worts

Ms Lesley Alterman
Ms Jillian Deans
Ms Angela Graneek
Mr Doug King
Mr Paul Stirk

Mrs Sonia Buckingham
Miss Leah Francis
Mr Peter Kelly
Mr David Ladd
Dr Ian Watts

In attendance: Mr Simon Cooke for Minute 23; Dr Mike Lockyer for Minute 22; Ms Sian Minett for Minute 15; Mr Steve Tidmarsh for Minute 19.

Apologies for absence were received from: Ms Linsey Chrisman, Ms Jenny Head, Mr Nigel Waugh.

Key to abbreviations:

HSC Health and Safety Committee
HSE Health and Safety Executive

LE Lifting Equipment
LEV Local Exhaust Ventilation

12 MEMBERSHIP

Noted:

12.1 Mr Paul Worts has joined the HSC as Appointed member for the London Centre for Nanotechnology.

13 MINUTES OF THE MEETING OF 14 OCTOBER 2014

Confirmed:

13.1 The Minutes of the meeting of HSC held on 14 October 2014 [*HSC Mins. 1-11.1, 14.10.14*].

14 MATTERS ARISING FROM THE MINUTES

15 ESTATES SAFETY TRANSFORMATION PROGRAMME

Received:

- 15.1 A verbal report on progress from the Director, Estates Portfolio & Business Services.
- 15.2 The Director provided an update on progress so far and reported that the consultancy and construction company Mace are conducting an independent assurance review of construction safety relating to works being undertaken by UCL Estates.

16 CONTRACTOR ACCIDENT (RIDDER) - ROBERTS BUILDING

Received:

- 16.1 A verbal report from the Director of Estates on the incident that occurred on 6th December 2014.
- 16.2 The Director of Estates provided details of the incident and the response to it, and added that a full report would be brought to the next meeting of HSC.

17 DANGEROUS OCCURENCE - SLADE SCHOOL OF ART

Received:

- 17.1 A verbal report from the Deputy Head of Safety on the incident that occurred on 26th February 2015.
- 17.2 The Deputy Head of Safety described the incident and the response to it. An investigation was currently being carried out by Safety Services and a full report would be brought to the next meeting of HSC. The Head of School would also be invited to attend to discuss the School's response to the investigation report.

ACTION: Jillian Deans

18 CONTAINMENT LEVEL 3 – HSE INSPECTION

Received:

- 18.1 A verbal report from the Deputy Head of Safety.
- 18.2 Formal advice had been received from the HSE concerning the relative responsibilities of the maintenance of key safety controls for the CL3 laboratories. Manuals detailing the items that require maintenance and testing, the frequency of such maintenance and who is responsible for carrying it out are in preparation for each laboratory.

19 QUARTERLY PERFORMANCE REPORT

Received:

- 19.1 A report from a safety adviser at HSC 3-7 (14-15).

20 LABORATORY ANIMAL ALLERGENS STANDARD

Received:

- 20.1 A verbal report from the Deputy Head of Safety.
- 20.2 The draft standard was still under review. In the meantime examples of specific activities had been gathered from academics. The Deputy Head of Safety was also in discussion with colleagues from other universities and research institutes, to share good practice as regards controls and ways of working. The draft standard would be brought to the next meeting of HSC.

ACTION: Jillian Deans

21 STANDARDS FOR STATUTORY TESTING OF LEV, LE AND PRESSURE SYSTEMS

Received:

- 21.1 A verbal report from the Deputy Head of Safety.
- 21.2 The standards were being drafted; these will include proposals for a new co-ordinating role of Appointed Person (statutory testing) to act as a point of contact within Departments to help manage the specific arrangements for these systems.

22 RADIATION MANAGEMENT CHANGES

Received:

- 22.1 A report from the Radiation Protection Officer at HSC 3-8 (14-15).
- 22.2 The Radiation Protection Officer provided an update on the progress and challenges in the management of work with ionising radiation at UCL.

23 FIRE INCIDENTS - SEEK AND SEARCH

Received:

- 23.1 A report from the Fire Safety Manager at HSC 3-9 (14-15).
- 23.2 The Fire Safety Manager reported there had been successful delivery of one session of the training programme for UCL security staff, but progress had been halted because of problems that security staff had encountered with mobile radio communications between staff undertaking investigation and staff at the fire alarm control panel in some buildings. Once this had been resolved the focus would be on local training.

24 MATTERS FROM RELATED COMMITTEES

Noted:

- 24.1 There were no items raised from the following committees:

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

25 ANY OTHER BUSINESS

26 DATE OF NEXT MEETING

Noted:

26.1 Tuesday 14 July 2015 at 2.00 p.m. in the Wilkins Garden Room.

JON BLACKMAN

Safety Services

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26 March 2015