



## Health and Safety Committee

24 October 2019, 2.00pm

### Minutes

#### **Present Members:**

Ms Fiona Ryland (Convenor)

Ms Sandra Bond

Ms Theo Bryer

Mrs Sonia Buckingham

Mr Colin Byelong

Mr Brian Campbell

Dr Rebecca Caygill

Dr Alun Coker

Ms Francesca Fryer

Mr Keith Harvey

Mr Max Hill

Miss Tansy Jones

Mr Brian Kavanagh

Mr David Ladd

Dr Matt Lougher

Miss Aatikah Malik

Ms Carol Paige

Mrs Eira Rawlings

Mr Paul Stirk

#### **Attendees:**

Ms Shirley Fantie

Mr Richard Jackson

Mr Andy Minnis

Ms Karen Smith

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**Apologies:**

Dr Matthew Blain

Mr Kelvin Gwilliam

Dr Rachel Hadi-Talab

Mrs Hayley Ramsay

**Part I: Preliminary Business**

**1. Minutes**

- 1.1. The Health and Safety Committee (HSC) approved the minutes of the meeting held on 23 July 2019.

**2. Constitution and 2019-20 Membership; Terms of Reference (Paper 1-01)**

- 2.1 Approved.

**3. Matters Arising (Paper 1-02)**

- 3.1. Arising from minute 40A, Report on Eating Spaces
- 3.2. The Convenor would meet with the Estates Space Analysis and Strategy team to give a full briefing on what was required of the updated eating spaces report, to include the planned changes to the catering strategy. The Students' Union would also be involved.
- 3.3. Arising from minute 29, Overcrowding in Teaching Spaces
- 3.4. It would be investigated whether staff could flag up timetabling issues such as overcrowded teaching rooms on the room booking tool CMISGo.
- 3.5. Communications and Marketing (CAM) would ensure that lecturers are made aware that they are responsible for the safety of students during their lectures and seminars.

**Part II: Strategic Items for Discussion**

**4. 2019-20 Communication Campaigns (Paper 1-03)**

- 4.1. Mr Andy Minnis introduced the paper, a proposal for targeted communication campaigns to help develop a more proactive health & safety culture across

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UCL. The timing of the campaigns was designed to avoid any overlap with other Estates communication strategies such as Sustainability's.

4.2. Approved.

**5. Occupational Health & Wellbeing Annual Report (Paper 1-04)**

5.1. Mr Max Hill introduced the paper, which provided an overview of UCL Workplace Health activity data for the academic year 2018/2019, including referral for advice, health surveillance statistics and wellbeing activity.

5.2. Agreed: a comparison would be made between the number of Dignity Advisors and number of referrals to Workplace Health per faculty, and the results provided at the next meeting.

**6. DSE Self-Assessments (Paper 1-05)**

6.1. Mr Paul Stirk introduced the paper, a proposal for self-assessments to be automatically issued in riskNET directly to staff who do not have one on record in the system.

6.2. Approved.

**7. Quarterly Performance Report (Paper 1-06)**

7.1. Mr Andy Minnis introduced the paper, a summary of health and safety performance data for the quarter July - September 2019.

7.2. Noted: Safety Services could provide quarterly reports for individual departments if requested.

7.3. Agreed: future reports would include more detail on statistics for the Provost and Vice-Provost Offices.

**8. Terms Of Reference: Departmental Safety Committees (Paper 1-07)**

8.1. Mr Paul Stirk introduced the paper, describing a generic terms of reference for departments to use for their departmental health and safety committee.

8.2. Agreed: suggested wording would be provided regarding appointing a representative from a different department under union representation at 3.2. Agreed: the paper would be amended to include reference to a quorum and key members.

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**9. Legislation and Enforcement Agencies Update (Paper 1-08)**

9.1 Mr Paul Stirk introduced the paper, an update on any changes to health and safety legislation and activities of enforcement agencies for the last quarter.

**10. Transport Of Dangerous Goods Annual Report (Paper 1-09)**

10.1 Mr Andy Minnis introduced the paper, summarising activities in 2018/19.

**11. Permits to Work (Paper 1-12)**

11.1 Dr Alun Coker introduced the paper, discussing two near-miss incidents recorded on riskNET in July and August where unexpected shutdown of a Building Management System (BMS) and Air Handling Units (AHUs) in the Institute of Prion Diseases resulted in a potential breach of biological containment and exposure to pathogenic organisms.

11.2 Noted: work was ongoing to address this matter and an update would be provided in a future HSC agenda.

**12. Increased footfall at Institute of Education (Paper 1-13)**

12.1 Ms Theo Bryer introduced the paper, on the significant increase in footfall and occupancy levels at 20 Bedford Way, leading to instances of routine overcrowding in teaching rooms, chronic pressure on office space, rest and eating areas and toilets and a move to reduced desk sizes and spaces for individuals working in open plan areas.

12.2 Agreed: any issues relating to the effects of the increased footfall should be reported to the Institute of Education's Departmental Safety Officer, for progression to UCL Estates.

**Part III: Other Business for Approval or Information**

**13. UCL Health And Safety Policy 2019/2020 (Paper 1-10)**

13.1. HSC approved the policy.

13.2 Agreed: objective 3, the establishment of a working group of the HSC, was to be reviewed in terms of whether it was ambitious enough in its aims.

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**14. Annual Report To Council (Paper 1-11)**

- 14.1. HSC approved the report.
- 14.2 Agreed: the measures taken to address overcrowding in teaching spaces during the year would be included in the report.
- 14.3 Agreed: a summary of the management and self-referral statistics from Workplace Health would be provided to the Head of Safety for inclusion in the report.
- 14.4 Agreed: in response to a concern that Safety Services and Workplace Health may be under-staffed, organisations with a similar set-up and size to UCL in the Higher Education sector would be identified and a benchmarking exercise would be undertaken on staffing levels in safety services and workplace health teams.

The meeting finished at 3.30pm

Jon Blackman

November 2019