



**Health and Safety Committee**

Covid-19 Meeting

25 August 2020, 4.00pm

Minutes

**Present Members:**

Ms Fiona Ryland, Chief Operating Officer (Convenor)

Miss Hayley Boakes

Ms Sandra Bond

Ms Theo Bryer

Ms Sonia Buckingham

Dr Rebecca Caygill

Dr Alun Coker

Miss Yasmeen Daoud

Dr Rachel Hadi-Talab

Mr Keith Harvey

Mr Max Hill, Director of Workplace Health

Mr Brian Kavanagh

Mr David Ladd

Dr Matt Lougher

Ms Hayley Ramsay, Deputy Head of Safety

Mrs Eira Rawlings

Mr Paul Stirk, Head of Safety

Ms Joanne Tapper

**Attendees:**

Miss Donna Dalrymple

Mr Richard Jackson

Mr Andy Minnis

Ms Tracy Pearmain

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**Apologies:**

Dr Matthew Blain, Executive Director of Human Resources

Mr Colin Byelong

Ms Tansy Jones

Mr Duncan Palmer

Ms Carol Paige

**Part I: Preliminary Business**

**92 Membership**

92.1 Ms Joanne Tapper had joined as a Safety Representative from Unison.

**93 Minutes**

93.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 11 August 2020.

**94 Matters Arising (Paper 12-40)**

94.1 Arising from minute 86.4, report back to the next meeting on the feasibility of weekly antigen testing for all staff with a high interaction profile, the Convenor would update the Committee at next meeting.

94.2 Arising from minute 86.5, 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 update the Committee at next meeting.

94.3 Arising from minute 90.4, 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 and make it available on the HR website, the Convenor would pursue this with the Executive Director of Human Resources.

94.4 Arising from minute 91.1, Seek advice from the Re-opening team on occupancy levels when post-graduate students return to UCL, the Convenor would pursue this with the Executive Director of Human Resources.

## **Part II: Strategic Items for Discussion**

### **95 Covid 19: UCL status update**

- 95.1 The Convenor reported that she was preparing a report on the options for wider-scale testing for Covid-19 across UCL, which would be brought to the next HSC meeting.

### **96 Breakdown of DSE assessment completion (Paper 12-41)**

- 96.1 The Head of Safety presented a paper summarising the status of workstation assessments issued to staff and post-graduate students, and it was noted that the completion rate was very poor across the board. Completion rates would continue to be monitored by the Committee.
- 96.2 The report would be forwarded to the Faculties Directors of Operations and Professional Services leads for information.
- 96.3 The importance of completing the assessment would continue to be communicated to line managers via all channels.

### **97 Managing a new outbreak of Covid-19 (Paper 12-42)**

- 97.1 Mr Richard Jackson presented a paper on an approach to preparing for and managing the impact of a further outbreak of COVID-19 across UCL, its community and its core activities.
- 97.2 It was suggested that genome testing could be undertaken in the event of future outbreaks to see if these were connected.
- 97.3 The Trade Unions would be invited to participate in the discussions between the working group of a cross-section of UCL staff informing the approach.

### **98 Updated home working risk assessment, checklist and guidance (Paper 12-43)**

- 98.1 The Deputy Head of Safety presented the updated home working risk assessment, checklist and guidance.
- 98.2 The risk assessment was approved subject to minor changes to the content regarding working in the home environment, workload, and managing working hours.

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**99 Revised guidance on use of PPE equipment (Paper 12-44)**

- 99.1 The Head of Safety presented a paper discussing the issue of shared PPE equipment.
- 99.2 The guidance was approved subject to the term 'gold standard' being replaced with 'default position' in reference to individual PPE.
- 99.3 The Head of Safety would brief Heads of Department at the next leadership forum.
- 99.4 The Trade Unions expressed reservations about people's compliance with cleaning procedures for shared visors and safety spectacles.

**100 Individual risk assessment concerns (Paper 12-45)**

- 100.1 Dr Alun Coker presented a paper outlining the Trade Unions' concerns regarding the individual risk assessment.
- 100.2 The Director of Workplace Health would provide a written response to the paper at the next HSC meeting. In preparation for this, Business Partnering would be consulted regarding compliance, Safety Services regarding inclusion of an exposure matrix, and Communications and Marketing regarding inconsistencies in messaging.
- 100.3 The link from the individual health assessment tool website to the face coverings policy would be updated.

**101 Any other business**

The meeting finished at 5.00pm

Jon Blackman

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