



HEALTH AND SAFETY COMMITTEE

26 October 2017

MINUTES

PRESENT:

Ms Theo Bryer	Mr Rex Knight (<i>Convenor</i>)	Dr Paul Cassell
Dr Alun Coker	Mr Colin Byelong	Mr Kelvin Gwilliam
Ms Rachel Hadi-Taleb	Ms Jillian Deans	Mr Hamza Jamshaid
Mr Brian Kavanagh	Mr Max Hill	Miss Aiysha Qureshi
Ms Louise Raynham	Mr Peter Kelly	Mr Paul Stirk
Mrs Elizabeth Sutton-Klein	Ms Fiona Ryland	

In attendance: Mr Tony Langford (Division of Biosciences); Ms Louise Raynham (Facilities Manager); Ms Karen Smith (Head of Wellbeing); Mr Steve Tidmarsh (Safety Adviser).

Apologies for absence were received from: Mrs Sonia Buckingham, Ms Katie Canada-Chwieroth, Mr David Ladd, Mr Andrew Grainger, Mr Doug King, Ms Tamsin Piper, Ms Kate Thornton.

Key to abbreviations

AED	Automatic External Defibrillator	DSE	Display Screen Equipment
HSC	Health and Safety Committee	T100	Target 100
UCU	University and College Union		

Preliminary business

1 CONSTITUTION AND 2017-18 MEMBERSHIP; TERMS OF REFERENCE

1.1 **Received** – the constitution and 2017-18 membership and terms of reference of HSC.

1.2 At the request of the Trade Union Safety Representatives it was agreed to remove the word 'management' from and add the words 'wellbeing of staff and students' to the second bullet point so that it reads:
'To set objectives, standards and targets to improve health, safety and wellbeing of staff and students.'

ACTION: Paul Stirk

2 **MINUTES OF THE MEETING OF 18 JULY 2017**

- 2.1 **Approved** – the Minutes of the HSC meeting held on 18 July 2017 [HSC Mins 31-41, 18.07.17].

3 **MATTERS ARISING FROM THE MINUTES**

<p style="text-align: center;">Matters for discussion</p>
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4 **REST AND EATING FACILITIES FOR STAFF**

[PAPER 1-03 (17-18)]; [HSC Minute 34, 18.07.17]

Ms Louise Raynham (Facilities Manager, Central Campus) was in attendance for this item.

- 4.1 **Received** – the above report.
- 4.2 Ms Raynham summarised the findings of the audit of rest and eating facilities undertaken by UCL Estates.
- 4.3 It was agreed that the audit be repeated for the October 2018 meeting of HSC. The data for the locations by owner/managing team section of the new audit would include the figures for buildings correlated with the number of eating and rest spaces and their seating capacities per square meterage of the building.

ACTION: Louise Raynham

5 **OCCUPATIONAL HEALTH & WELLBEING ANNUAL REPORT**

[PAPER 1-04 (17-18)]

Ms Karen Smith (Head of Wellbeing) was in attendance for this item.

- 5.1 **Received** – the above report.
- 5.2 The Head of Wellbeing presented the main findings of the report.
- 5.3 It was agreed that the next annual report would include the number of staff per department in the table for Number of Management Referrals to Occupational Health and Wellbeing by Department, and that the figures for the musculo-skeletal diagnostic category would be correlated with the number of Display Screen Equipment (DSE) assessments for the department (with the DSE information provided by Safety Services).

ACTION: Max Hill

- 5.4 The draft Stress Risk Assessment and the Managing Stress Policy at UCL would be brought to the next meeting of HSC.

ACTION: Karen Smith

6 **AUTOMATIC EXTERNAL DEFIBRILLATORS**

[PAPER 1-05 (17-18)]

- 6.1 **Received** – the above report.
- 6.2 The Trade Union Safety Representatives outlined their proposals for the purchase of AEDs for communal areas on UCL sites, emphasising the

importance of the need for earlier intervention in improving the chance of survival for a victim of a heart attack.

6.3 The Head of Safety stated that the current UCL policy on AEDs does not prevent any department purchasing them on the basis of a risk assessment and that the policy was fit for purpose.

6.4 The Director of Occupational Health and Wellbeing agreed with the Head of Safety, adding that the cost of purchase and maintenance of AEDs was relatively high and that investment in mental health would be a higher priority at present.

6.5 The Convenor requested that the Head of Safety investigate the level of provision of AEDs in other equivalent London universities and bring the results to the next meeting of HSC for a reconsideration of this matter.

ACTION: Paul Stirk

7 T100 UPDATE

[PAPER 1-06 (17-18)]

7.1 **Received** – the above report.

7.2 The Deputy Head of Safety gave an overview of the plans for the Target 100 (T100) programme, UCL's bespoke tool for measuring and planning for improvement opportunities in safety management. Current progress made was noted and future plans for delivery of the T100 process across UCL described.

8 QUARTERLY PERFORMANCE REPORT

[PAPER 1-07 (17-18)]

Mr Steve Tidmarsh (Safety Adviser) was in attendance for this item.

8.1 **Received** – the above report.

Other matters for approval or information
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9 UCL HEALTH AND SAFETY POLICY

[PAPER 1-08 (17-18)]

9.1 **Received** – the proposed changes to the policy being the four new objectives.

9.2 The Head of Safety agreed to give greater clarity on which departments were included for objective 3, 'Departments to have achieved 100% of "T100 baseline" 6 months from the initial assessment report'. **ACTION: Paul Stirk**

9.3 **Approved** – the above new objectives subject to the above-noted changes being made.

10 ANNUAL REPORT TO COUNCIL

[PAPER 1-09 (17-18)]

- 10.1 **Received** – a report summarising the main activities and developments within the purview of HSC since the last report to Council in October 2015.
- 10.2 The asbestos classification plan and its findings would be discussed at the next HSC. **ACTION: Andrew Grainger**
- 10.3 **Approved** – the above report.

11 **DATE OF NEXT MEETING:**

- 11.1 23 January 2018 at 2.15 pm

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31 October 2017