



## HEALTH AND SAFETY COMMITTEE

28 January 2014

### MINUTES

*PRESENT:*

Mrs Sonia Buckingham  
Mr Andrew Grainger  
Mr Doug King  
Dr Ian Watts

Mr Rex Knight (*Convenor*)  
Ms Linsey Chrisman  
Dr Frederique Guesdon  
Mr Richard Marguerie  
Mr Nigel Waugh

Ms Jillian Deans  
Mr Peter Kelly  
Mr Paul Stirk

*In attendance:*

Professor Frances Brodsky for Minute 13; Mrs Rhona Brown for Minute 17, Mr Simon Cooke for Minute 16, Mr Max Hill for Minute 15, Ms Sian Minett for Minute 15; Mr Steve Tidmarsh for Minute 14.

*Apologies for absence were received from:* Ms Lesley Alterman, Mr Zayyan Butt, Ms Sue Chick, Ms Angela Graneek, Mr Matthew Grigson, Ms Jenny Head, [REDACTED], Ms Katie Kokkinou, Mr David Ladd.

*Key to abbreviations:*

HSC Health and Safety Committee

#### 11 MINUTES OF THE MEETING OF 8 OCTOBER 2013

**Confirmed:**

- 11.1 The Minutes of the meeting of HSC held on 8 October 2013 [*HSC Mins 1- 10.1, 08.10.13*].

#### 12 MATTERS ARISING FROM THE MINUTES

#### 13 CHEMICAL SPILL

**Noted:**

- 13.1 A verbal report from the Director of the Division of Biosciences on the above incident which occurred on 31 October 2013.

**Discussion:**

- 13.2 The Director of the Division of Biosciences summarised the incident and response, and the representative for the Division of Biosciences detailed how the Division is complying with the recommendations of Safety Services' report on the incident. The

Director indicated that she would be examining whether Division of Biosciences staff could complete an annual refresher of the local safety induction online. The Convenor of the HSC was satisfied that the report recommendations were being addressed.

#### 14 QUARTERLY PERFORMANCE REPORT

**Noted:**

- 14.1 A report at HSC 2-1 (13-14).

#### 15 CONTRACTOR MANAGEMENT ARRANGEMENTS FOR CONSTRUCTION WORK

**Approved:**

- 15.1 At HSC 2-2 (13-14) a UCL Standard on Contractor Management Arrangements for Construction Work.

**Discussion:**

- 15.2 The Head of Satellite Estates assured the representative from Occupational Health Services that an agreement on contractors' occupational health in relation to laboratory animal allergens would be addressed if not already covered in the previous arrangements.
- 15.3 In response to queries from the representative from the London Centre for Nanotechnology on local arrangements, the Head of Satellite Estates emphasised the importance that UCL Estates attached to working collaboratively with academic departments to optimally meet their requirements wherever these can be accommodated whilst ensuring legal compliance and operational best practice for safely managing the UCL estate.

#### 16 CHEMISTRY FIRE

**Noted:**

- 16.1 A report from the Deputy Head of Safety on the current status of investigation into the fire in the Christopher Ingold Building in July 2013 at HSC 2-3 (13-14).
- 16.2 A report from the UCL Fire Safety Manager on actions to date in response to the fire at HSC 2-4 (13-14).

**Discussion:**

- 16.3 The representative for the Division of Biosciences asked whether specific training on use of fume cupboards for research/junior staff should be introduced. The Head of Safety agreed that this would be investigated.

**ACTION: Paul Stirk**

**Resolved:**

- 16.4 That a further report on the response to the report recommendations be brought to the July meeting of the HSC.  
**ACTION: Paul Stirk**

## 17 SCHOOL OF PHARMACY AUDIT

**Noted:**

- 17.1 A report on the status of actions taken in response to the audit carried out by Safety Services of the School of Pharmacy in 2013 at HSC 2-5 (13-14).

## 18 LABORATORY ANIMAL ALLERGENS ACTION PLAN

**Noted:**

- 18.1 A report from the Deputy Head of Safety on progress to date with the laboratory animal allergens action plan at HSC 2-6 (13-14).

**Reported:**

- 18.2 There had been no response to the face-fit testing tender exercise so far. It may become necessary to deliver the service in-house. Further attempts to find an external supplier would be made and a benchmark sought with other higher education establishments.

**ACTION: Jillian Deans**

## 19 MATTERS FROM RELATED COMMITTEES

**Noted:**

- 19.1 There are no items to be raised from the following committees:
- Ionising Radiations Safety Management Committee
  - Genetic Modification Safety Committee
  - Departmental Safety Committees

## 20 ANY OTHER BUSINESS

## 21 DATE OF NEXT MEETING

**Noted:**

- 21.1 The next meeting of HSC is scheduled for **Tuesday 1 April 2014 at 2.00 p.m. in South Wing, Council Room.**

JON BLACKMAN

Safety Services

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3 February 2014