



**Health and Safety Committee**

28 January 2020, 2.00pm

Minutes

**Present Members:**

Dr Matthew Blain (vice Convenor)

Miss Hayley Boakes

Ms Sandra Bond

Ms Theo Bryer

Mrs Sonia Buckingham

Mr Colin Byelong

Dr Rebecca Caygill

Dr Alun Coker

Dr Rachel Hadi-Talab

Mr Keith Harvey

Mr Max Hill

Miss Tansy Jones

Mr Brian Kavanagh

Dr Matt Lougher

Ms Carol Paige

Mrs Hayley Ramsay

Mrs Eira Rawlings

Mr Paul Stirk

**Attendees:**

Ms Shirley Fantie

Mr Richard Jackson

Mr Andy Minnis

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**Apologies:**

Mr Brian Campbell

Ms Francesca Fryer

Mr Kelvin Gwilliam

Mr David Ladd

Miss Aatikah Malik

Ms Fiona Ryland

Part I: Preliminary Business

**15 Minutes**

15.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 24 October 2019.

**16 Matters Arising (Paper 2-01)**

16.1 Arising from minute 23.1 (18-19), video demonstrating good practice in workstation set up.

16.2 A suite of interactive online training courses had been considered which were compatible with the new online staff learning platform, LearnUpon. Funding would need to be agreed and an update would be provided at the next meeting.

16.3 Arising from minute 41.2 (18-19), guidance on Mandatory Use of riskNET for Risk Assessments to be updated.

16.4 The guidance would be updated by 7 February.

16.5 Arising from minute 45.3 (18-19), joint union and management working group on stress.

16.6 An update would be provided at the next meeting.

16.7 Arising from minute 3.2, eating spaces report.

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- 16.8 The Convenor had advised that Ian Dancy and Duncan Palmer would be undertaking 'a full strategic review of UCL's catering and retail offer, closely involving the Students Union in the work.'
- 16.9 Arising from minute 3.4, overcrowded teaching rooms.
- 16.10 Sian Minett had proposed that staff use RemedyForce to report issues with the timetabling system.
- 16.11 Agreed: That UCL Estates investigate how maximum occupancy levels of teaching spaces could be made available to academic staff in advance of their lecture/seminar dates.
- 16.12 Arising from minute 3.5, lecturers' responsibility for safety of students during lectures and seminars.
- 16.13 The message that lecturers are responsible for the safety of students during their lectures and seminars was due to be disseminated by Communications and Marketing shortly.
- 16.14 Arising from minute 5.2, number of dignity advisers and referrals.
- 16.15 A comparison had been made between the number of Dignity Advisors and the number of referrals to Workplace Health in 2018/19, for the following faculties:
- | Faculty       | Dignity Advisors | Self referrals |
|---------------|------------------|----------------|
| SLASH         | 4                | 16             |
| PROF SERVICES | 4                | 20             |
| SLMS          | 7                | 53             |
| BEAMS         | 11               | 21             |
| IOE           | 2                | 10             |
- 16.16 Arising from minute 7.3, statistics for Provost and Vice-Provost Offices.
- 16.17 The figures for the previous quarter were higher than would be expected as they included those for CLIE (Centre for Languages and International Education) in error - reporting processes had since been updated. Nine of the sixteen remaining injuries were reported by Biological Services, part of the Office of the Vice-Provost (Health), and were minor.

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16.18 Arising from minute 12.2, case / impact study on the impact of overcrowding at the IOE.

16.19 Francesca Fryer had advised that she would provide an update for the next meeting.

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

### **17 Benchmarking: university health and safety staffing levels (Paper 2-02)**

17.1 Mrs Hayley Ramsay introduced the paper, outlining her findings from benchmarking against other Safety Services Departments and also similar external organisations. Mr Max Hill gave an estimate on the staffing requirements for the service by benchmarking other similar institutions.

17.2 Agreed: That an operating model for Safety Services be provided at the next meeting in a more detailed report, to show clearly locally situated Safety Services resources in addition to the central team, together with available benchmarks for what Safety Services departments provide in similar organisations.

17.3 Agreed: That Matthew Blain and Max Hill review the staffing structure of Workplace Health against the recommended Higher Education Occupational Practitioner (HEOPS) minimum.

### **18 Communications campaign update**

18.1 A presentation was given by Ms Shirley Fantie on the recently-launched Speak Out campaign to encourage reporting of near-misses and hazard observations, to prevent accidents.

18.2 Agreed: That a direct link to the online Incident Notification Form be investigated to allow quicker access.

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## **19 Quarterly Performance Report (Paper 2-03)**

- 19.1 Ms Shirley Fantie introduced the paper, a summary of health and safety performance data for the quarter October - December 2019. There was concern that of the eight asbestos-related incidents reported in the previous quarter, only one was reviewed within ten days and five had not yet been reviewed.
- 19.2 Agreed: That a report be provided by UCL Estates on the response to the eight asbestos-related incidents reported in the previous quarter.

## **20 Legislation and enforcement agencies update (Paper 2-04)**

- 20.1 Mrs Hayley Ramsay introduced the paper, an update on any changes to health and safety legislation and activities of enforcement agencies for the last quarter.

## **21 Any other business**

- 21.1 Agreed: In response to an incident where a disabled staff member had waited nine months for a Personal Emergency Evacuation Plan (PEEP), a review would be undertaken on the PEEP process and how the relevant responsibilities are discharged.

The meeting finished at 3.00pm

Jon Blackman  
February 2020