



**Health and Safety Committee**

Covid-19 Meeting

28 July 2020, 2.00pm

Minutes

**Present Members:**

Ms Fiona Ryland, Chief Operating Officer (Convenor)

Miss Hayley Boakes

Ms Sandra Bond

Ms Theo Bryer

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 Carol Paige

Mrs Eira Rawlings

Mr Paul Stirk, Head of Safety

**Attendees:**

Miss Evelyn Eguridu

Ms Shirley Fantie

Dr Tony Hooper

Mr Richard Jackson

Mr Richard Lukos

Mr Duncan Palmer

Mrs Roberta Perelli

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Prof Irene Petersen

Ms Karen Smith

**Apologies:**

Dr Matthew Blain, Executive Director of Human Resources

Mrs Sonia Buckingham

Ms Francesca Fryer, Director of Estates Operations

Ms Tansy Jones

Mrs Hayley Ramsay, Deputy Head of Safety

**Part I: Preliminary Business**

**75 Membership**

75.1 Mr Duncan Palmer had joined replacing Ms Francesca Fryer in the interim before the appointment of a new Director of Estates Operations.

**76 Minutes**

76.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 14 July 2020.

**77 Matters Arising (Paper 10-30)**

77.1 Arising from minute 24.6, bring the plan of action for the joint union and management working group on stress for approval to the HSC meeting.

77.2 A team of HR Business Partners were facilitating focus group sessions, to be held in August and early September. Workplace Health would be promoting the sessions in the first week of August. Once this exploratory work was complete Workplace Health would report back to HSC and create a working group to identify the next steps and solutions.

77.3 Arising from minute 24.17, provide a table setting out how the eight asbestos-related incidents reported in quarter 1 (2019-20) had been dealt with.

77.4 The table had been produced and would be sent to Committee members before the next meeting.

77.5 Arising from minute 24.1, provide an update on the proposed meeting with the Estates Space Analysis and Strategy team regarding the eating spaces report.

77.6 This would be addressed once conditions were more settled.

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- 77.7 Arising from minute 68.4, revise the guidance on the use of PPE equipment across UCL and establish a small working group.
- 77.8 The working group had been established and draft guidance would be presented at the next meeting.
- 77.9 Arising from minute 72.2, share the updated guidance on the wearing of face masks with the Committee. The guidance had been shared with the Trade Unions and comments would be sent to the Director of Workplace Health.
- 77.11 Arising from minute 72.4, consult UCL experts about whether screens should be installed in all reception areas and how this interrelates with the wearing of face masks in indoor areas.
- 77.12 Further information on what had been agreed was awaited from Estates and the convenor would continue to consult with UCL experts on the matter.

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

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

- 78.1 The Convenor noted that any UCL staff who will need to quarantine because they are in / have been to Spain recently will be paid. New guidance will be issued on how UCL will treat changing Government advice on travel shortly.

### **79 Home working risk assessment (Paper 10-31)**

- 79.1 Dr Tony Hooper presented a paper proposing a general risk assessment for homeworking which could be personalised with a homeworker's checklist. Guidance was provided for line manager and employee to cooperate in setting an appropriate homeworking framework.
- 79.2 The Committee approved the risk assessment, checklist and guidance pending the incorporation of feedback including the trade unions' written response, which highlighted child care and supporting remote teaching in particular.
- 79.3 It was requested that the author investigate how other organisations who have more established home working models have addressed the situation. It was felt that a hybrid model of home working was required that addressed what the future of home working might be, with increased flexibility, awareness of work/life balance and childcare and the changing use of office space.

**80 Monitoring compliance with Covid–19 risk control measures (Paper 10-32)**

- 80.1 Mr Richard Lukos introduced a paper proposing that Covid-19 risk control measures should be routinely monitored by departments and suggesting the means by which to achieve effective monitoring.
- 80.2 The Committee approved the paper pending adjustments to the checklist to address feedback received, such as the need to consider students who don't have a desk or eating space where they could take food or drinks.

**81 Items for discussion from the Trade Unions (Paper 10-34)**

- 81.1 Dr Alun Coker introduced a paper considering the risk of super spreading events from asymptomatic individuals.
- 81.2 There was concern at the conditions in the shared "Op's" room used by security staff and it was agreed that this would be investigated. It was reported that security guards had expressed a preference for visors and a stock had been purchased. Estates were keeping the provision and type of PPE provided to front line staff under review, for example liaising with Sodexo to ensure provision of appropriate PPE for catering staff. An update would be provided at the next meeting.
- 81.3 The feasibility of weekly antigen testing for all staff with a high interaction profile would be investigated.

**82 Quarterly performance report (Paper 10-33)**

- 82.1 Ms Shirley Fantie presented the report of health and safety performance data for the second quarter of 2020.
- 82.2 A breakdown of the number of DSE assessments completed by division would be produced, and a reminder issued to complete the DSE assessment in the daily update/operations communications.

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**83 Response to stress and workload paper (Paper 10-35)**

- 83.1 The paper outlined key measures being taken to support teachers during the remote teaching period, as a response to the Stress and Workload paper discussed by the HSC on 17 June.
- 83.2 The extra support described in the paper was welcomed and it was hoped that there would be an opportunity to simplify UCL's myriad online teaching programmes as part of the enforced increase in this form of learning.
- 83.3 It was commented that there is a need to reflect the demand aspect of work rather than the division of work in any workload models.

**84 Any other business**

- 84.1 A request was made for a management representative from the Institute of Education to join the Committee – this would be considered in relation to the terms of reference.
- 84.2 The individual risk assessment produced by Workplace Health would be updated regarding age, to conform to the return to work guidance produced by the Chief of Staff to the Chief Operating Officer.

The meeting finished at 3.25pm

Jon Blackman

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