



HEALTH AND SAFETY COMMITTEE

30 January 2019

MINUTES

PRESENT:

Ms Theo Bryer	Ms Fiona Ryland (<i>Convenor</i>)	Ms Katie Canada-Chwieroth
Dr Alun Coker	Mrs Sonia Buckingham	Dr Rachel Hadi-Talab
Mr Max Hill	Ms Francesca Fryer	Mrs Hayley Ramsay
Mrs Eira Rawlings	Mr David Ladd	Mrs Elizabeth Sutton-Klein
Ms Kate Thornton	Mr Paul Stirk	
	Mr Peter Warwick	

In attendance: Mr Martin Combs

Apologies for absence were received from: Miss Rothna Akhtar; Mr Colin Byelong; Dr Paul Cassell; Mr Keith Harvey; Mr Dominick Kelly, Mr Mahmud Rahman.

Key to abbreviations

AED	Automatic External Defibrillators	CAM	Communications & Marketing
DSE	Display Screen Equipment	HSC	Health and Safety Committee
ISD	Information Services Division	SMT	Senior Management Team

Preliminary business

15 MEMBERSHIP

15.1 Ms Fiona Ryland had become the new Convenor; Mr Peter Warwick had joined as (Interim) Human Resources Director; Mr Keith Harvey had joined as an appointed member, replacing Mr Peter Kelly; Mrs Eira Rawlings had replaced Mr Doug King as an appointed member.

16 MINUTES OF THE MEETING OF 2 NOVEMBER 2018

16.1 **Approved** – the Minutes of the HSC meeting held on 2 November 2018 [*HSC Min's 1-14, 02.11.18*].

17 **MATTERS ARISING FROM THE MINUTES**

[PAPER 2-10 (18-19)]

17A **Overcrowding in teaching spaces**

17A.1 An update had been received from UCL Estates which reported that unless early module registration, capping of module sizes and a revised approach to auditing were introduced then overcrowding would remain. Early module registration is due to be introduced from 2020/21, a discussion about capping of module sizes needed to take place, and ISD's steps towards making previous years' materials available on Moodle could address the issue of a revised approach to auditing.

17A.2 Occupancy sensors have been installed in teaching rooms and analysis of head count to capacity over Term 1 will be undertaken over the next few weeks, along with more up to date data for Term 2. This will allow us to work with departments where there are issues.

17A.3 Estates are also currently reviewing room signage, entry/egress etc. and fire marshal strategy across all teaching spaces. A formal written response will be provided after the Timetabling Working Group has met. The Group is to be reconvened following Rex Knight's departure, co-chaired by Francesca Fryer and a Dean. A pre-meet took place on 28 January to discuss revised remit and membership, but the Group has yet to meet. The first meeting is likely to be in (late) February.'

17A.4 The Convenor would request that Ms Sian Minett provide an update to the committee at the next meeting. **ACTION: Fiona Ryland**

17B **Vaccination and post-vaccination testing**

17B.1 The Director of Occupational Health and Wellbeing would provide an update with further information on hepatitis B testing at the next meeting. **ACTION: Max Hill**

17C **Management and employee representation on HSC**

17C.1 It was reported that the management and employee representation of the HSC was appropriate in terms of numbers of union and management appointees. The trade unions representatives commented that they were not in agreement and would discuss the matter further independently of the meeting.

Matters for discussion

18 **FIRE SAFETY TRAINING REVIEW**

[PAPER 2-11 (18-19)]

Mr Martin Combs (Fire Safety Officer) was in attendance for this item.

18.1 **Received** – the above paper.

18.2 The HSC was pleased with the move to film-based training for UCL's online fire safety courses.

19 **RESPONSIBLE RISK MANAGEMENT FOR PRINCIPAL INVESTIGATORS**

[PAPER 2-12 (18-19)]

HSC Minute 32, 24/07/2018

19.1 **Received** – the above paper.

19.2 Regarding the question of whether there should be an obligation for principal investigators to complete the Responsible Risk Management for Principal Investigators (RRM) e-learning module training, this would be included in a review of mandatory training. **ACTION: Fiona Ryland**

20 **MANAGEMENT OF CONTROLLED MATERIALS**

[PAPER 2-13 (18-19)]

HSC Minute 19, 23/01/2018

20.1 **Received** – the above paper.

20.2 **Approved** - The Committee supported the proposed changes to the guidance for management of controlled materials.

20.3 It was agreed that links would be provided in the guidance to the legislation for the schedules of controlled materials. **ACTION: Hayley Ramsay**

21 **CHANGE TO UCL STANDARD: DISPLAY SCREEN EQUIPMENT**

[PAPER 2-14 (18-19)]

21.1 **Received** - the above paper.

21.2 **Approved** - the Committee agreed the proposed changes to the standard.

22 **DEPARTMENTAL HAZARD STATUS CHECKLIST**

22.1 **Received** – a verbal report.

22.2 As part of the new objectives for the 2018/2019 academic year contained in the UCL Health and Safety Policy, all departments are required to complete a Departmental Hazard Status Checklist. This will enable UCL Safety Services to assign the department's correct status for the purposes of the Target 100 programme, ie 'high hazard' or 'low hazard.'

22.3 It was agreed that a specific reminder would be sent to Departmental Safety Officers to try to improve the submission rate of completed checklists.

ACTION: Hayley Ramsay

23 **QUARTERLY PERFORMANCE REPORT**

[PAPER 2-15 (18-19)]

23.1 **Received** – the above report.

- 23.1 The committee requested that a video demonstrating good practice in workstation set up be introduced as part of UCL's safety training provision. **ACTION: Paul Stirk**
- 23.2 The Convenor reported that the data cleanse exercise to be conducted in Human Resources (HR) would help resolve issues that arose for users of the Workstation Assessment module in riskNET where there was a discrepancy between users' HR details and their actual department.
- 23.3 The committee requested that for the next meeting the Incident Review graph contain the number of incidents overdue for sign-off and still open, and the number of incidents signed-off after 10 working days. **ACTION: Paul Stirk**

24 **ANY OTHER BUSINESS**

24A **AED update**

HSC Minute 6, 02/11/2018

- 24A.1 An update was requested for the next meeting on the progress of the roll-out of AEDs to UCL sites beyond the main campus. **ACTION: Hayley Ramsay**

24B **Smoke Free Campus**

- 24B.1 An update would be provided at the next meeting on the status of the Smoke Free Campus initiative. **ACTION: Fiona Ryland**

24B.2 *Post-meeting note:* UCL Estates provided this update: 'The Smoke Free Campus steering group (which includes Graham Hart, Professor Robert West, Aimee Kleinman from CAM, Karen Smith and Richard Jackson) met last week and agreed a plan to take the proposal forward. We are planning to launch the proposal at a lunch time lecture in early April and run a short consultation over the month of April. The consultation will be based online and will invite comments/concerns through a short online survey.'

24B.3 The consultation will seek to outline the proposal and draw responses on the scope of the smoke free campus, support for smokers, and how we intend to enforce the proposal.

24B.4 Following the consultation, we will review the comments which have been received and prepare a final proposal for SMT to discuss. Our aim is to have a final scheme in place and ready to launch in the new academic year 19/20.'

Other matters for approval or information
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25 **DATE OF NEXT MEETING:**

- 25.1 9 April 2019 at 2.00 pm in Foster Court 114.

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