



## HEALTH AND SAFETY COMMITTEE

30 April 2013

### MINUTES

*PRESENT:*

Ms Lesley Alterman	Mr Rex Knight ( <i>Convenor</i> )	Mrs Sonia Buckingham
Ms Sue Chick	Miss Candice Ashmore-Harris	Ms Jillian Deans
Ms Angela Graneek	Mr Mike Cresswell	Mr Matthew Grigson
Mr Peter Kelly	Mr Andrew Grainger	Mr David Ladd
Mr Richard Marguerie	Mr Doug King	Mr Ian Watts
Mr Nigel Waugh	Mr Paul Stirk	

*In attendance:*

Mr Simon Cooke for Minute 27; Mr Adrian Deeny for Minute 26; Dr Mike Lockyer for Minute 29; Ms Sian Minett for Minute 25; Mr Steve Tidmarsh for Minute 24.

Apologies for absence were received from Ms Jenny Head

*Key to abbreviations*

HSC	Health and Safety Committee	RPO	Radiation Protection Officer
UCU	University College Union		

## 22 MINUTES OF THE MEETING OF 29 JANUARY 2013

**Confirmed:**

22.1 The Minutes of the meeting of HSC held on 29 January 2013 [*HSC Mins 12- 21.1, 29.01.13*].

## 23 MATTERS ARISING FROM THE MINUTES

**23A Incident Reporting** [*HSC Min. 15.2, 29.01.13*]

**Noted:**

23A.1 It was agreed that the league table of incidents reported by Faculty / Division should include the ratio of accidents per number of staff. This is now reflected in the quarterly report.

**23B Safety Communications Working Group** [*HSC Min. 20A.1, 29.01.13*]

**Noted:**

23B.1 At the last meeting of the HSC it was agreed to set up a small working group, chaired by the Head of Safety, to review the mechanisms by which safety communications may be improved. The membership has been agreed and the first meeting has been arranged for 3<sup>rd</sup> June 2013.

23C **Management of Change** [HSC Min. 20C.1, 29.01.13]

**Noted:**

23C.1 At the last meeting it was agreed that the Head of Safety would examine the potential for including specific reference in UCL documentation for the need to consider safety as part of the management responsibilities when considering significant change. It is proposed to place an additional section entitled “Management of Change” in the UCL Organisation and Arrangements document which is a component part of UCL’s Health and Safety Policy.

23C.2 The proposed wording of the additional section is:

Management of change is an important aspect of safety management. Change can introduce new hazards that could impact the appropriateness and effectiveness of any existing risk mitigation. Whenever a significant change is introduced to an existing system, such as a new operational requirement or a major reorganisation, and it is determined that the change may lead to a risk, the risk must be identified and then the change must be carefully managed in co-operation with the affected stakeholders. UCL’s procedures for hazard identification and risk assessment enable managers to take into account changes or proposed changes in the organization, its activities or materials prior to the introduction of such changes to identify potential hazards that will ensure that there is no adverse effect on safety.

Managers, through the risk assessment process, are required to:

- Identify any significant hazards associated with “change”
- Assess any risks associated with “change”
- Consider the hazards and risks where identified prior to the introduction of the “change”
- Implement the controls needed to address the identified hazards and risks associated with the “change”
- Monitor the change as a way to collect and analyse feedback, identify gaps and lessons learned.

## 24 QUARTERLY PERFORMANCE REPORT

**Noted:**

24.1 A report at HSC 3-10 (12-13).

**Discussion:**

24.2 Regarding under-reporting of accidents from some departments, the representative from School of Laws, Arts and Social Sciences stated that he would raise the matter at the next meeting of Faculty administrators. **ACTION: Mr Matthew Grigson**

## **25 DANGEROUS OCCURRENCE IN SCHOOL OF PHARMACY**

### ***Noted:***

- 25.1 An oral report from the Head of Satellite Estate Services, on an incident involving the goods lift at the School of Pharmacy.

### ***Reported:***

- 25.2 The investigation has determined that the most likely cause of the incident was due to operator error. Failings in the School of Pharmacy's training, supervision and record keeping are to be addressed as a matter of priority. A thorough review of maintenance inspections and statutory inspections has been put in place. Failings in maintenance and checking procedures had been identified and have been addressed. A review of the asset register is being undertaken to ensure that the School has provision for their management. The means of waste removal from the School has been re-assessed and the lift is now not thought to be needed.

## **26 ZEBRA FISH FACILITY INCIDENT**

### ***Noted:***

- 26.1 An oral report from the Manager of Biological Services.

### ***Reported:***

- 26.2 The incident occurred after a routine service of racks. A water heater had broken and was live in the tank water. One mild and one strong electric shock occurred. Control measures recommended by the supplier have been put in place. A report has been sent to the supplier, with the main issues to be resolved being how the service engineer could have left equipment in that condition and how the equipment could be modified to ensure it doesn't happen again.

## **27 MINOR FIRE IN MEDICAL SCIENCES BUILDING**

### ***Noted:***

- 27.1 A report at HSC 3-11 (12-13) on the above incident introduced by the Fire Safety Manager.

### ***Reported:***

- 27.2 A notice of improvement will be issued. A simple guidance sheet has been produced to assist compliance with fire regulations in the department. The incident was not considered a reflection on the safety and maintenance of auto-claves housed at UCL in general.

## **28 LAA ACTION PLAN UPDATE**

### ***Noted:***

- 28.1 A report at HSC 3-12 (12-13) introduced by the Deputy Head of Safety.

***Reported:***

- 28.2 Safety Services will be conducting a baseline inspection of designated department space. The head of Occupational Health Services reported that whilst there had been good progress in improvement of control of exposure to allergens in the Biological Service Units, she still had concerns about control in designated department space, where there are cases of sensitisation occurring.

**29 MATTERS FROM RELATED COMMITTEES**

***Noted:***

- 29.1 A report from the Radiation Protection Officer on the recent inspections by the Environment Agency at HSC 3-13 (12-13).

***Reported:***

- 29.2 The RPO summarised the outcome of the recent Environment Agency inspections and added that he had incorporated any pertinent findings into his internal audit programme.

There were no items to be raised from the following committees:

- Genetic Modification Safety Committee
- Departmental Safety Committees

**30 ANY OTHER BUSINESS**

**31 DATE OF NEXT MEETING**

***Noted:***

- 31.1 The next meeting of HSC is scheduled as follows:

Tuesday 16 July 2013, 2pm, Cruciform Foyer Seminar Room 1

JON BLACKMAN

Safety Services

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