



**Health and Safety Committee**

Covid-19 Meeting

30 June 2020, 4.00pm

Minutes

**Present Members:**

Ms Fiona Ryland, Chief Operating Officer (Convenor)  
Dr Matthew Blain, Executive Director of Human Resources  
Mr Paul Stirk, Head of Safety  
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, Director of Workplace Health  
Ms Tansy Jones  
Mr Brian Kavanagh  
Mr David Ladd  
Dr Matt Lougher  
Ms Aatikah Malik  
Mrs Hayley Ramsay, Deputy Head of Safety  
Mrs Eira Rawlings

**Attendees:**

Ms Sheila Curtis  
Mr Richard Jackson

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Professor Eleanor Robson

Mr Tom Rowson

**Apologies:**

Ms Francesca Fryer, Director of Estates Operations

**Part I: Preliminary Business**

**60 Minutes**

60.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 17 June 2020.

**61 Matters Arising (Paper 8-21)**

61.1 Arising from minute 56.2, the Convenor would discuss co-ordinating a response to the paper about workload and stress with the secretary.

**Part II: Strategic Items for Discussion**

**62 Covid 19: UCL status update**

62.1 The Convenor reported that building openings were being conducted in a planned and controlled manner and departments were following guidance on completing Return to Work checklists and risk assessments.

62.2 The Convenor further reported that people were concerned about their commute and that UCL is addressing these concerns by implementing staggered start and finish times.

62.3 Concerns were raised that some Welcome Stations are not monitoring temperatures of building users and that people were not adhering to UCL social distancing guidance within buildings. It was established that departmental risk assessments may differ on requirements for building users. The Rayne, Cruciform and Paul O’Gorman buildings needed to have arrangements in place to ensure that they were conforming to UCL’s guidance on keeping safe on campus.

62.4 The use of PPE when using liquid nitrogen was reviewed by the Committee. Current practices and risk assessments including induction, training and the type of PPE used were discussed. It was agreed that the risk assessment and costs of providing individual visors would be reviewed.

62.5 It was reported that the Chemistry Department had insufficient hand sanitiser and social distancing was not being observed in the Christopher Ingold Building. The Head of Department would be contacted to address the problem.

**63 Workload models and workload management project (Paper 8-22) and Academic Workloads (Paper 8-23)**

63.1 Professor Eleanor Robson presented two papers describing how academic workloads might best be managed across UCL. The Committee agreed that toolkits could be developed to support departments in managing workload. The Convenor and the Executive Director of Human Resources would liaise with Directors of Operations and the Trade Unions to review how toolkits should be implemented.

**64 Social distancing (Paper 8-24)**

64.1 Mr Tom Rowson introduced a paper on social distancing following the Government's most recent guidance. The paper proposed recommendations for managing social distancing, considering a number of options for retaining 2m, switching to 1m or keeping options open. As it was a living document there was still scope for feedback from Committee members to be considered.

**65 Items for discussion from the Trade Unions**

65.1 Disparities between the UCL Return to Work risk assessment and the risk assessment for contracted workers, for example Sodexo and Axis, were discussed.

65.2 Contractors have specific COVID-19 risk assessments which have been reviewed by UCL Safety Services. The insufficiencies of the risk assessment for contracted workers in comparison with the UCL Return to Work risk

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assessment had been requested from the Trade Unions and these would be passed to Sodexo/Axis for review by Estates. The risk assessments would also be regularly reviewed.

**66 Any other business**

66.1 Concern was raised that screens were not being used at all reception desks. It was reported that people indicated that they preferred social distancing measures to screens where possible. If social distancing measures were not practicable due to space restrictions, UCL would provide screens where required.

66.2 The DSE workstation assessment programme was praised but despite the number of communications issued it was reported that departments were unclear on how to obtain equipment. A further communication would be issued to Departmental Safety Officers to provide guidance. It was also suggested that the Trade Unions would be able to assist in conversations with line managers.

The meeting finished at 5.00pm

Jon Blackman

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