



Work Health and Safety Committee

5 July 2023, 2:00 pm

Minutes

Present Members

Ian Dancy (Deputy Convenor); Kate Boldry; Dr Theo Bryer; Dr Alun Coker; Adrien Cooper; Donna Dalrymple; Joanne English; Simon Galloway; Keith Harvey; Max Hill; Damian Johnson; David Ladd; Portia Lamb; Denise Long; Muhammad Mehmood; Dr Giulia Massaro; Prof Ivan Parkin; Dr Kerstin Sander; Joanne Tapper; Dr Patrick Ward; Rob Wilson

Apologies:

Aimie Chapple (Convenor)
Sonia Buckingham
Dr Rachel Hadi-Talab
Deb Nichols
Eira Rawlings

In attendance:

Jane Adamson; Eloise McDay; Fiona O'Farrell; Seyi Osi; Danny Patel; Roberta Perelli; Rohan Perera; Emma Shirbon; Catherine Stow

Part I: Preliminary Business

47. Minutes

47.1. Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 31 March 2023.

48. Matters Arising (Paper 6-29)

48.1. Arising from minute 40.2: share the updated PPE standard with the WHSC and take to the Academic Leadership Group. The updated standard had been shared and approved by WHSC (by email) and publicised in My Safety Matters and TheWeek@UCL.

- 48.2. Arising from minute 42.3: submit the Health and Safety Policy to Council and Provost for signature. The signed Health and Safety Policy had been published on Safety Services' website.
- 48.3. Arising from minute 42.4: include a plan for T100 in the agenda for the next meeting. The (Interim) Executive Director of Health and Safety had responded that Safety Services had now conflated the normal two step approach of assessment of implementation and assessment of effectiveness into a single evaluation process. For T100 Lite the assessment of implementation would be separated from the assessment of effectiveness and the latter tested later by an appropriate sample-based assurance programme.

Part II: Strategic Items for Discussion

49. Harm Reduction Strategy and Action Plan (Paper 6-30)

- 49.1. Eloise McDay introduced a proposal to revise the existing zero tolerance approach to the misuse of drugs by UCL students to a harm reduction policy. UCL Student Support and Wellbeing and the Students Union believed that the University's existing zero tolerance approach to the use of illegal drugs or prescription drugs was outdated and not in the best interests of the student body. It was proposed that UCL needed to move towards a harm reduction stance as already piloted by other higher education institutions.
- 49.2. The Chair, Chemical Safety Sub-Committee insisted that he would be unable to support the strategy unless he was confident that the whole student body had been canvassed for their opinion.
- 49.3. The Chief People Officer stated that a UCL wide survey would take place within the action plan, which should help to provide reassurance on the student view.
- 49.4. WHSC approved the proposal with the proviso that Student Support and Wellbeing review the levels of engagement and work alongside the Students Union to gather a broader student voice on the matter.

50. Workload Project update (Paper 6-31)

- 50.1. Catherine Stow introduced an overview of the pan-UCL initiatives that were in progress in order to better understand and mitigate issues of excessive workload. The update presented three separate but related initiatives: The Task and Finish Group; the 'Five Things' exercise, and the initiative to develop a set of organisation-wide principles for workload allocation.

50.2. In response to the Trade Unions' request for a workload model with time allocations it was stated that the planned meeting with heads of department would help provide a better understanding of what models currently work.

50.3. WHSC noted the update.

51. Asbestos Management Plan (Paper 6-32)

51.1. Jane Adamson presented a summary of changes to UCL's Asbestos Management Plan.

51.2. WHSC approved the changes subject to two amendments: to indicate that Safety Services would ensure that Estates would investigate and report on any incidence of uncontrolled disturbance of asbestos, and that the report would go to the Infrastructure Safety Sub-Committee.

52. Electric Vehicle (EV) equipment policy (Paper 6-33)

52.1. Emma Shirbon introduced a new fire safety policy setting out duty holders' responsibilities for Electrical Vehicles (EV) and Portable Electrical Vehicles (PLEVs) safety.

52.2. WHSC approved the policy pending a change at 5.1 to 'parking is not permitted' rather than 'must be avoided.'

53. Non-ionising Radiation Safety Sub-Committee (Paper 6-34)

53.1. Fiona O'Farrell presented a paper seeking approval to create a non-ionising radiation safety sub-committee.

53.2. WHSC approved the request.

54. Building Safety Act Working Group (Paper 6-35)

54.1. The Chair, Infrastructure Safety Sub-Committee presented an update on the work of the Building Safety Act Working Group, mainly in relation to registration of UCL's Higher-Risk Residential Buildings (HRRB) with the new Building Safety Regulator.

54.2. WHSC approved the registration of the HRRB with the new Building Safety Regulator.

55. Update on review of FEM arrangements

55.1. The Chair, Fire Safety Sub-Committee reported that the proposed next step in the review would be to embark on a project with Professor Jose Torero Cullen

on the fire evacuation strategies for all UCL buildings, looking at higher risk buildings first.

56. Safety Strategy (Paper 6-45)

- 56.1. The (Interim) Executive Director of Health and Safety introduced a paper on the need for a formal safety strategy, to encourage leaders and employees to focus on clear safety improvement goals, provide a framework to develop an increasingly self-sustaining safety culture, support collaboration in health and safety and support employee engagement.
- 56.2. The WHSC noted the strategy proposal and agreed on the need for its development.

57. Items for discussion from the Trade Unions (Paper 6-36)

- 57.1. The Trade Unions raised concerns about the Bidvest Noonan security service changes. They asked that the consultation period be extended and for access to the risk assessment and equalities impact assessment related to these changes.
- 57.2. The Deputy Convenor noted the concerns and reported that a new deadline of 14 July had been set. He would contact Bidvest Noonan (copying in the Trade Unions) regarding providing access to the assessments.
- 57.3. The Trade Unions asked that a number of conditions be incorporated into a Red Alert Heat policy to mitigate the effects of extreme heat on security staff.
- 57.4. The Convenor agreed to write a formal request to Bidvest Noonan that they observe the conditions.
- 57.5. The Trade Unions requested further clarification on how the resolution and closure of incidents was overseen and enforced; who had responsibility and what were the timelines for each stage of the escalation process for outstanding incidents, and how investigations were monitored after the required closure of the initial assessment within five days.
- 57.6. The (Interim) Executive Director of Health and Safety reported that he and Damian Johnson had an action from the Work Operational Health and Safety Sub-Committee to meet and discuss incident management and this would include examination of case studies.
- 57.7. The Deputy Convenor requested that the (Interim) Executive Director of Health and Safety produce guidance for the Leadership Briefing on the incident management process, covering the Trade Unions' queries.

57.8. The Trade Unions were concerned at the level of response to issues raised previously on overcrowding and poor signage; the lack of rest and eating areas across campus; a Red Alert Heat policy and a Room Moves policy.

57.9. The Deputy Convenor agreed to arrange for a response in writing to the Trade Unions' points and for this to be presented as the first item for discussion at the next meeting.

58. Biological Agent Peer Reviewer (Paper 6-37)

58.1. As there was insufficient time to discuss the paper it was suggested that the proposal be sent for approval to members by email. The Deputy Convenor agreed to the request for a meeting with the Chair, GM and Biological Safety Sub-Committee to discuss issues raised by the sub-committee.

59. UMC Health and Safety report (Paper 6-38)

59.1. There was insufficient time to discuss this report, so it was requested that members raise any comments or queries in Teams or by email.

60. Amendments to Safety Management System (Paper 6-39)

60.1. As there was insufficient time to discuss the paper the Deputy Convenor stated that the proposal would be taken as approved if no comments were made in Teams to the contrary.

60.2. WHSC approved the proposed minor changes to Chapter 13 of the safety management system (SMS) framework documentation covering "Review of performance". These changes were proposed as part of the Workplace Health & Safety Gap Analysis Action Plan to improve the management review process and clarify how UCL determines that the overall SMS remains effective.

Part III: Other Business for Approval or Information

61. Standard: PPE for Wet Labs (Paper 6-40)

61.1. WHSC approved the standard (it had already been approved by email after the previous meeting).

62. Quarterly Report: Chemical Safety Sub-Committee (Paper 6-41)

62.1. There was insufficient time to discuss this report (for information), so it was requested that members raise any comments or queries in Teams or by email.

63. Quarterly Report: Infrastructure Safety Sub-Committee (Paper 6-42)

63.1. There was insufficient time to discuss this report (for information), so it was requested that members raise any comments or queries in Teams or by email.

64. Quarterly Report: Genetic Modification & Biological Safety Sub-Committee (Paper 6-43)

64.1. There was insufficient time to discuss this report (for information), so it was requested that members raise any comments or queries in Teams or by email.

65. Quarterly Report: Radiation Safety Sub-Committee (Paper 6-44)

65.1. There was insufficient time to discuss this report (for information), so it was requested that members raise any comments or queries in Teams or by email.

Jonathan Blackman
July 2023