



Work Health and Safety Committee

13 October 2023, 11:00 am

Minutes

Present Members

Aimie Chapple (Convenor); Kate Boldry; Sandra Bond; Dr Alun Coker; Adrien Cooper; Ian Dancy; Prof Fiona Ducotterd; Joanne English; Simon Galloway; Keith Harvey; Dr Ralph Hick; Damian Johnson; Tansy Jones; David Ladd; Mary McHarg; Dr Giulia Massaro; Deb Nichols; Prof Ivan Parkin; Eira Rawlings; Dr Kerstin Sander; Joanne Tapper; Dr Patrick Ward; Dr Rob Wilson.

Apologies:

Dr Theo Bryer
Sonia Buckingham
Donna Dalrymple
Max Hill
Ahmad Ismail
Prof John Kelsey
Portia Lamb
Denise Long

In attendance:

Dr Neil Coutinho; Dr Antony Hooper; Roberta Perelli; Prof Eloise Scotford; Catherine Stow; Dr Adam Waddingham.

Part I: Preliminary Business

1. Minutes (Paper 1-01)

1.1. Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 5 July 2023.

2. Matters Arising (Paper 1-02)

2.1. Arising from minute 51.2: make two amendments to UCL's Asbestos Management Plan: 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. This had been done.

- 2.2. Arising from minute 57.2: contact Bidvest Noonan (copying in the Trade Unions) regarding providing access to the risk and equalities impact assessments. The Chair, Work Operational Health and Safety Sub-committee had spoken to the security providers Bidvest Noonan and asked them to work with the Trade Unions.
- 2.3. Arising from minute 57.3: write a formal request to Bidvest Noonan that they observe the conditions for security staff working in 'red alert' weather conditions. The Chair, Work Operational Health and Safety Sub-Committee had issued and circulated the request and its response on 11 July.
- 2.4. Arising from minute 57.7: produce guidance for the Leadership Briefing on the incident management process, covering the Trade Unions' queries. The (Interim) Executive Director of Health and Safety reported that he had produced two flow charts, one for reporting a hazard where Estates Division action is required and one where another department is involved. Comments had recently been received from the Trade Unions and Safety Services would review and address those.
- 2.5. Arising from minute 57.9: add to the next agenda a response to the Trade Unions' request for resolution of: overcrowding and poor signage; the lack of rest and eating areas across campus; a Red Alert Heat policy and a Room Moves policy. This was included in the agenda for this meeting.
- 2.6. Arising from minute 58.1: meet with the Chair of the GM and Biological Safety Sub-Committee (GMBSSC) to discuss issues raised by the sub-committee regarding the Biological Agent Peer Reviewer (BAPR) role. A meeting had occurred on 18 July and the GMBSSC updated with result of the discussion at its meeting on 5 September.

3. Terms of reference; constitution and membership (Paper 1-03)

- 3.1. WHSC approved its terms of reference, constitution and membership for 2023-24.

Part II: Strategic Items for Discussion

4. Workload modelling project update (Paper 1-04)

- 4.1. Catherine Stow and Professor Eloise Scotford gave an update on the pan-UCL initiatives to better understand and mitigate issues of excessive workload. This included a description of workload and excessive workload and themes identified in the response to the staff survey.

4.2. It was asked how procedures would be put in place for non-academic staff. In response it was reported that the results of a discussion session involving those who had used the different approaches would be taking place and the results presented to the WHSC.

4.3. WHSC noted the update.

5. Transport of Dangerous Goods annual report (Paper 1-05)

5.1. Dr Antony Hooper presented a report providing an overview of the consignment of dangerous goods by road and air undertaken for UCL in the last year.

5.2. WHSC noted the annual report.

6. Response to the Trade Unions' requests (Paper 1-06)

6.1. The Chair, Work Operational Health and Safety Sub-Committee presented a paper detailing the action taken so far and to be taken in response to the following items previously raised by the Trade Unions: overcrowding and signage in the Institute of Education; eating and rest areas across campus; a red alert heat policy and a room moves policy.

6.2. Regarding rest areas, it was reported that a lot of the furniture in the student-centred social study space the JBS Haldane Student Hub was in need of repair or replacement. The Chair, Work Operational Health and Safety Sub-Committee agreed to address the matter.

6.3. The Chair, Work Operational Health and Safety Sub-Committee was asked to review the audit of rest and eating facilities in the Bloomsbury campus that was undertaken before the pandemic and meet with the Trade Unions to discuss.

6.4. The Convenor also requested that Chair, Work Operational Health and Safety Sub-Committee check for any unresolved issues regarding rest and eating facilities at the Institute of Education and include them in the Estates priority process.

6.5. The Chair, Chemical Safety Sub-Committee asked what the procedure was for checking that building spaces had not become degraded or cluttered with rubbish, as he had seen lecture theatre seats in poor condition. The Chair, Work Operational Health and Safety Sub-Committee reported that there was a joint ISD and Estates Division team monitoring buildings and he would use this feedback as a test that the procedures were operating satisfactorily.

7. Annual report of work health and safety (Paper 1-07)

- 7.1. The (Interim) Executive Director of Health and Safety and Dr Neil Coutinho presented a report providing an overview of UCL workplace health and safety activity and data for the period 1 October 2022 to 30 September 2023.
- 7.2. WHSC approved the report.

8. Items for discussion from the Trade Unions (Paper 1-08)

- 8.1. The Trade Unions asked that UCL oversee the production of Bidvest Noonan risk assessments, monitor the impact of the restructuring of Security Services and provide access to risk and equalities impact assessments. They reported that Bidvest Noonan staff were exposed to foreseeable hazards and risks when sent to a vacant building (Hawkridge House) without a risk assessment or adequate information.
- 8.2. The Convenor asked that the Chair, Work Operational Health and Safety Sub-Committee arrange a meeting with the Trade Unions to discuss the issue.
- 8.3. The Trade Unions stated that UCL's Prevention of Bullying, Harassment and Sexual Misconduct Policy did not include online intimidation and harassment from external sources.
- 8.4. Catherine Stow reported that a working group was looking at the issue and due to produce guidance at the end of the year. She would ask if the scope included comments on social media. It was agreed that the secretary would ask the Chief People Officer if a paper could be submitted to the January 2024 WHSC meeting.

9. UMC Health and Safety report (Paper 1-09)

- 9.1. The health and safety monthly data and activities report for July and August 2023 was presented by the (Interim) Executive Director of Health and Safety and Dr Neil Coutinho.
- 9.2. WHSC noted the report.

10. Quarterly Report: Genetic Modification and Biological Safety Sub-Committee (Paper 1-10)

- 10.1. The Chair, Genetic Modification and Biological Safety Sub-Committee presented a report of the sub-committee's activities over the last quarter.
- 10.2. WHSC noted the report.

11. Quarterly Report: Chemical Safety Sub-Committee (Paper 1-11)

11.1. The Chair, Chemical Safety Sub-Committee presented a report of the sub-committee's activities over the last quarter.

11.2. WHSC noted the report.

12. Quarterly Report: Fire Safety Sub-Committee (Paper 1-12)

12.1. The Chair, Fire Safety Sub-Committee presented a report of the sub-committee's activities over the last quarter.

12.2. WHSC noted the report.

13. Quarterly Report: Infrastructure Safety Sub-Committee (Paper 1-13)

13.1. The Chair, Infrastructure Safety Sub-Committee presented a report of the sub-committee's activities over the last quarter.

13.2. WHSC noted the report.

Part III: Other Business for Approval or Information

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

14.1. WHSC approved the paper.

Jonathan Blackman
October 2023