



Work Health and Safety Committee

Friday 22 July 2022, 11.00am

Minutes

Present Members:

Miss Hayley Boakes

Ms Sandra Bond

Dr Theo Bryer

Mrs Sonia Buckingham

Miss Donna Dalrymple, Interim Chief People Officer *vice* Convenor

Mrs Joanne English

Mr Simon Galloway

Dr Rachel Hadi-Talab

Mr Keith Harvey

Mr Max Hill, Director of Workplace Health

Mr David Ladd

Mrs Portia Lamb, Head of Safety Governance and Risk

Ms Denise Long, Director of Student Support and Wellbeing

Dr Matt Lougher

Mr Muhammad Mehmood

Professor Ivan Parkin, Chair, Chemical Safety Sub-Committee

Ms Tracy Pearmain

Mrs Eira Rawlings

Ms Joanne Tapper

Dr Rob Wilson

Attendees:

Mr Simon Cooke

Ms Rachel Fairfax

Mr Danny Patel

Mrs Emma Shirbon

Apologies:

Mr Deniz Akinci

Professor Erik Arstad, Chair, Radiation Safety Sub-Committee

Dr Rebecca Caygill

Dr Alun Coker

Mr Ian Dancy, Chair, Fire Safety Sub-Committee

Mr Damian Johnson

Ms Fiona Ryland, Convenor

Mr Paul Stirk, Director of Safety Services

Part I: Preliminary Business

88 Membership

88.1 The new Students' Union representatives Deniz Akinci, Union Affairs Officer and Muhammad Umair Mehmood, Welfare & Community Officer, had joined the Committee.

89 Minutes

89.1 The Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 23 June 2022.

90 Matters Arising (Paper 10-48)

90.1 Regarding the meeting that had been arranged between the Trade Unions and Human Resources about the Workload Management Systems working group (min. 74.3), the Trade Unions requested that a Unison representative be included in the ongoing discussions about the working group. It was also requested that Mr Martin Oliver be contacted to discuss workload management modelling with regard to the UCL Institute of Education.

90.2 Regarding minute 83.1: Update the fieldwork risk assessment/process to remove decisions and protocols set by the Fieldwork Framework Group but retaining precautions regarding infectious diseases; clarify the insurance aspect of the risk assessment with the Insurance Manager. It was reported that the new risk assessment was now under review.

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- 90.3 Regarding minute 76.2: implement a schedule of fire safety training in response to the Institute of Ophthalmology fire incident investigation findings. This had been completed.
- 90.4 Regarding minute 85.2: check that the maximum ventilation changes are in effect in the Rockefeller anatomy laboratory. The department was awaiting an update from Estates Division; any further news would be shared with the Committee.
- 90.5 Regarding minute 85.3: check the tread height of the bottom step referred to in incident involving a fall on stairs. This would be investigated.
- 90.6 Regarding minute 85.4: investigate the high level of sickness absence for staff in the Office of the UCL Vice-Provost (Research, Innovation & Global Engagement). The Director of Workplace Health hoped to update the Committee once a breakdown of the reasons for sickness absence had been obtained.
- 90.7 Regarding minute 85.5 Confirm the feedback mechanism between the WHSC and the University Management Committee (UMC), including the monthly summary at UMC of the WHSC minutes. The Convenor had recommended that the monthly health and safety report be seen by whichever committee meeting fell nearest the production date of the report. Future WHSC meetings could be arranged shortly before the UMC meeting that month, so that the report could be seen at WHSC first. The Convenor would continue to provide an update from WHSC to UMC every month.
- 90.8 Regarding minute 86.1: investigate the cost of providing bins in men's toilets. The Chair, Fire Safety Sub-Committee had responded that the cost of providing them would be high across the estate; a quote had been requested. The easier and lower cost option of installing them in gender neutral toilets, (of which there were a good number) was being investigated.
- 90.9 Regarding minute 86.2: provide a summary of the investigation into an incident involving a student removing toxic chemicals from a laboratory. A review of the investigation was in progress.
- 90.10 Regarding minute 86.3: seek external advice on whether a derogation needs to be made to apply the required control of 'sealability' of the Containment Level 3 laboratory at 1 Wakefield St. The case was now under review by a lawyer; it would be likely that they would interview the parties concerned.

- 90.11 Regarding minute 87.1: confirm that what had been agreed at the March WHSC meeting for requesting the installation of new AEDs had been implemented. An update would be given at the next meeting.

Part II: Strategic Items for Discussion

91 Building Safety Act 2022 (Paper 10-49)

- 91.1 Mrs Emma Shirbon presented a paper providing an initial overview of the Building Safety Act (BSA) 2022 and considering the impact on UCL of the creation of a new Building Safety Regulator and the staged introduction of additional new regulations and requirements over the next three years.
- 91.2 It was agreed that a Building Safety Act Working Group would collate and monitor the BSA work-streams to ensure visibility and a holistic approach to managing the transition of higher risk buildings to the BSA regime.
- 91.3 The Director of Student Support and Wellbeing would be contacted regarding her interest in joining the new Building Safety Act Working Group.

92 Fire Safety (England) Regulations 2022 (Paper 10-50)

- 92.1 Mrs Emma Shirbon presented a paper giving overview of the Fire Safety (England) Regulations 2022 highlighting how the regulations would apply to UCL's management of specific student accommodation properties and some of the steps UCL was already taking or would need to take in the future.
- 92.2 It was agreed that the paper would be presented at the UMC in September as part of a six-monthly fire safety update.

93 UMC Health and Safety report (Paper 10-51)

- 93.1 Ms Rachel Fairfax and the Director of Workplace Health presented the health and safety monthly data and activities report for June 2022.
- 93.2 A member thought that the poor DSE assessment completion rate for their department was due in part to reminders to redo expiring assessments not being sent out in riskNET. The Director of Workplace Health agreed to check with Safety Services whether reminder notifications can be sent in riskNET to staff when their DSE assessment is due to expire.

94 Items for discussion from the Trade Unions (Paper 10-52)

- 94.1 Following the recent heatwave, the Trade Unions requested a risk assessment to be drawn up and presented to the Committee in anticipation of further spells of extreme heat; introduction of special paid leave for those who cannot work from home and whose health would be seriously compromised by travelling and working on campus in extreme heat; thermometers to be made available at reception desks and in offices; and reinstatement of water fountains in Core A and water-cooling stations in wings at 20 Bedford Way
- 94.2 The Vice Convenor agreed to deal with the request for introduction of special paid leave and ask the Chair, Fire Safety Sub-Committee to respond to the other requests.

Part III: Other Business for Approval or Information

95 Any other business

- 95.1 It was reported that the response of the security team to an incident where a staff member was stuck in a lift during the heatwave was quite unsatisfactory. The matter would be investigated by the Chair, Fire Safety Sub-Committee.
- 95.2 A member requested fire extinguisher training this summer for their high-risk department. The Committee was informed that the fire team were prioritising fire prevention and planned to organise fire extinguisher training later this year.

The meeting finished at 12.15pm

Jonathan Blackman

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