



**Work Health and Safety Committee**

23 June 2022, 1.35pm

Minutes

**Present Members:**

Ms Fiona Ryland, Convenor

Professor Erik Arstad, Chair, Radiation Safety Sub-Committee

Miss Hayley Boakes

Ms Sandra Bond

Dr Theo Bryer

Mrs Sonia Buckingham

Mr Colin Byelong

Dr Alun Coker

Miss Donna Dalrymple, Interim Chief People Officer

Miss Yasmin Daoud

Mr Ian Dancy, Chair, Fire Safety Sub-Committee

Mrs Joanne English

Mr Simon Galloway

Dr Rachel Hadi-Talab

Mr Max Hill, Director of Workplace Health

Mr Damian Johnson

Mr David Ladd

Mrs Portia Lamb, Head of Safety Governance and Risk

Dr Matt Lougher

Professor Ivan Parkin, Chair, Chemical Safety Sub-Committee

Ms Tracy Pearmain

Ms Joanne Tapper

Mr Osman Teklies

Dr Rob Wilson

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**Attendees:**

Ms Kate Boldry

Professor Helene Burningham

Ms Rachel Fairfax

Mr Danny Patel

Mrs Emma Shirbon

**Apologies:**

Dr Rebecca Caygill

Mrs Eira Rawlings

Mr Mike Sheppard, Chair, Infrastructure Safety Sub-Committee

Mr Paul Stirk, Director of Safety Services

**Part I: Preliminary Business**

**80 Membership**

80.1 Mrs Portia Lamb had joined the ex-officio membership as the new Head of Safety Governance and Risk.

**81 Minutes**

81.1 The Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 27 May 2022.

**82 Matters Arising (Paper 9-44)**

82.1 Regarding minute 67.3: review the resource requirements of the fire safety team and update the committee. A paper had been provided for the agenda – see minute 84.

82.2 Regarding minute 74.3: arrange a meeting between the Trade Unions and Human Resources about the Workload Management Systems working group, once the group has been established. This had been arranged for 6 July.

82.3 Regarding minute 76.2: implement a schedule of fire safety training in response to Institute of Ophthalmology fire incident investigation findings. This was to be confirmed.

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- 82.4 Regarding minute 76.3: arrange for the issuing of a communication on the use of portable electric fan heaters in offices/buildings. This was sent as part of the Friday Leadership Briefing.
- 82.5 Regarding minute 76.3: raise with Procurement that portable electric fan heaters are available to order on the UCL eMarket Place. This was raised with Procurement who have since removed the items.
- 82.6 Regarding minute 78.1: arrange a meeting between the Director of Workplace Health and the Trade Unions regarding menstrual/menopause symptoms and their effect on workplace experience and sick leave. The meeting took place on 22 June. It was planned that a policy would be produced followed by training and guidance.
- 82.7 Regarding minute 78.2: produce a status report on completed and planned ventilation work. The report was issued with the agenda for this meeting.
- 82.8 Regarding minute 78.3: develop a set of principles to help promote user engagement in moving offices. This would be included in the Estates masterplanning exercise and built into an Estates space policy.
- 82.9 Regarding minute 78.4: Contact the Students Union regarding the short-term and long-term solutions for a return to normal staff rest/eating facilities at the Institute of Education. It was reported that the matter had been raised with the Students Union and the Institute of Education masterplan team. More broadly the Campus Experience team was working on a catering plan for the start of the new academic year.

## **Part II: Strategic Items for Discussion**

### **83 Fieldwork risk assessment procedures (Paper 9-45)**

- 83.1 Professor Helene Burningham presented a paper requesting a return to pre-Covid-19 processes and procedures for creating fieldwork risk assessments. It was agreed that the fieldwork risk assessment template and process would be updated to remove the decisions and protocols set by the Fieldwork Framework Group but retaining precautions regarding infectious diseases. Clarification would be sought on the insurance aspect of the risk assessment with the Insurance Manager.

**84 Fire Safety Resources (Paper 9-46)**

- 84.1 Mrs Emma Shirbon presented a paper detailing the resources required to provide improved fire safety management across the University estate.

**85 UMC Health and Safety reports (Paper 9-47)**

- 85.1 Ms Rachel Fairfax and the Director of Workplace Health presented health and safety monthly data and activities reports previously seen by the University Management Committee (UMC), for March and April 2022.
- 85.2 Regarding the reported student injuries that arose from people feeling faint in dissection sessions, it was agreed that it would be made sure that the maximum ventilation changes were in effect in the Rockefeller anatomy laboratory.
- 85.3 Regarding an incident where the injured person missed the last step of a flight of stairs in a poorly lit area, it was agreed that the tread height of the bottom step would be checked.
- 85.4 The high level of sickness absence of staff in the Office of the UCL Vice-Provost (Research, Innovation & Global Engagement) would be investigated.
- 85.5 The Convenor would confirm the feedback mechanism between the WHSC and the UMC, including the monthly summary at UMC of the WHSC minutes.

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

- 86.1 The Trade Unions asked if bins could be placed in men's toilets. The cost of providing them would be investigated.
- 86.2 The Trade Unions asked if there was a mechanism by which students who had suffered mental health issues could be assessed for fitness to return to the laboratory. The processes covering support for students who also work for the university would be checked. A summary of the investigation into an incident involving a student removing toxic chemicals from a laboratory was requested by the Convenor.
- 86.3 The Trade Unions raised the ongoing issue of the derogation request resulting from the HSE inspection of 1 Wakefield St. Due to a difference of opinion between the Trade Unions and Safety Services, the Convenor asked that the legal counsel seek external advice on whether a derogation needs to be made

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to apply the required control of 'sealability' of the Containment Level 3 laboratory.

### **Part III: Other Business for Approval or Information**

#### **87 Any other business**

87.1 In response to a query regarding the procedure for requesting the installation of new AEDs, the Convenor asked for confirmation that what had been agreed at the March WHSC meeting had been implemented.

The meeting finished at 2.45pm

Jonathan Blackman

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