



Work Health and Safety Committee

Tuesday 27 September 2022, 3.35pm

Minutes

Present Members:

Mr Andy Smith, Convenor

Mr Deniz Akinci

Professor Erik Arstad, Chair, Radiation Safety Sub-Committee

Miss Hayley Boakes

Ms Sandra Bond

Dr Theo Bryer

Mr Adrien Cooper, Chair, Infrastructure Safety Sub-Committee

Miss Donna Dalrymple, Chief People Officer

Mr Ian Dancy, Chair, Fire Safety Sub-Committee

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

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

Dr Robert Wilson

Attendees:

Mrs Sally Belcher

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Ms Becca Neaves-Cummings

Mr Danny Patel

Ms Laura Tomson

Apologies:

Mrs Sonia Buckingham

Dr Rebecca Caygill

Dr Alun Coker

Mr Keith Harvey

Mr Paul Stirk, Director of Safety Services

Ms Joanne Tapper

Part I: Preliminary Business

102 Membership

102.1 Mr Andy Smith, Vice-President (Interim) (Operations), and Mr Adrien Cooper, Chair, Infrastructure Safety Sub-Committee, had joined the Committee.

102.2 Mr Andy Smith replaced Ms Fiona Ryland as Convenor of the Committee.

103 Minutes

103.1 The Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 31 August 2022.

104 Matters Arising (Paper 12-57)

104.1 Regarding minutes 64.9 and 64.10 relating to the workload model: the Chief People Officer reported that Ms Catherine Stow had taken on the project and would attend a future committee meeting to provide an update on the scope and timelines of the project.

104.2 Regarding minute 71.5 relating to the Institute of Prion Diseases Containment Level 3 laboratories incidents/HSE inspection issue: the Chair, Fire Safety Sub-Committee advised that the associated report was delayed and he would update Mr Damian Johnson on progress directly.

104.3 Regarding minute 86.3 relating to the Institute of Prion Diseases Containment Level 3 laboratories incidents/HSE inspection issue: the Head of Safety Governance and Risk reported that the risk assessment for the derogation

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notification to the HSE had been completed and the derogation itself would be submitted by 30 September 2022.

- 104.4 Regarding minute 100.3 relating to room capacity information: the Chair, Fire Safety Sub-Committee confirmed all signage would be in place by 3 October 2022, with the Institute of Education prioritised to account for their earlier start of term. This would also be picked up in the list of checks being conducted on all learning spaces ahead of the start of term.
- 104.5 Regarding minute 100.4 relating to guidance for situations where teaching room capacity is exceeded: the Chair, Fire Safety Sub-Committee confirmed operational guidance would be issued by 30 September 2022. The Chair, Infrastructure Safety Sub-Committee would also meet with Dr Theo Bryer to discuss her concerns.
- 104.6 Regarding minute 101.2 relating to waste management: the Chair, Fire Safety Sub-Committee would conduct a walk of waste management areas on campus with Mr Paul Monk, and he would subsequently arrange a meeting with a group of stakeholders to address the issues raised.

Part II: Strategic Items for Discussion

105 Managing Stress at Work (Paper 12-58)

- 105.1 Ms Becca Neaves-Cummings presented an updated Managing Stress at Work Policy and associated guidance. The Policy had been updated in response to Workplace Health's review of stress prevalence in the workplace, which was undertaken at the request of UMC. Updated training material would also form part of the communications plan.
- 105.2 The Chief People Officer agreed to consider making stress management training for managers mandatory and having it incorporated into the People Management Essentials training. The Chief People Officer emphasised the importance of staff compliance with the sickness absence reporting policy, to enable leadership to identify areas of concern.

106 UMC Health and Safety report (Paper 12-59)

- 106.1 The Head of Safety Governance and Risk and the Director of Workplace Health presented the health and safety monthly data and activities report for August 2022.

106.2 The Chair, Chemical Safety Sub-Committee noted that some departments had been unable to progress with the T100 programme due to staff resource challenges within Safety Services. The Head of Safety Governance and Risk advised that following a restructure within the team, the availability of support and resources would improve in the coming months.

107 Items for discussion from the Trade Unions (Paper 12-60)

107.1 Dr Theo Bryer presented a paper reiterating previously reported concerns regarding overcrowding and a review of rest and eating areas.

107.2 The Chair, Chemical Safety Sub-Committee noted the negative impact on student experience caused by inadequate space at the beginning of term. It was reported that the University Management Committee had provided flexibility in terms of booking external space as required and that the ISD Service Delivery Board would provide roving ISD support at the beginning of term to ensure AV facilities are functioning.

107.3 The Trade Unions raised concerns about the lack of consistent Fire Evacuation Marshals (FEMs) on site due to hybrid working. The Chair, Fire Safety Sub-Committee advised that a review of the current FEM arrangements was underway and until the outcomes of the review were available the current system of allocating FEMs would remain in place, with departments leading on local arrangements. The review would be presented to the WHSC when completed.

107.4 The Chair, Fire Safety Sub-Committee confirmed he would speak to Mr Martin Treacy, delivery lead of the Institute of Education Masterplan, to ensure that building signage is adequate while works are ongoing at 20 Bedford Way.

108 Hazardous Waste Collection

108.1 The Chair, Chemical Safety Sub-Committee provided a verbal report on concerns raised at meetings of both the Chemical and Radiation Safety Sub-Committees that the appointed waste contractor Mitie had in some instances failed to collect hazardous waste.

108.2 Issues with the collection of chemical and radiological waste were raising concerns that UCL is at risk of breaching statutory regulations regarding levels

of waste held on site. Any breaches of regulations could have considerable consequences, including the stopping of research, fines and site closure.

- 108.3 The Chair, Infrastructure Safety Sub-Committee agreed to bring an action plan to the next meeting addressing these concerns, including a mechanism to review the performance of the waste management contractor.

Part III: Other Business for Approval or Information

109 Any other business

- 109.1 Miss Hayley Boakes raised that the outcomes of the sub-committees did not currently feed into the Work Health and Safety Committee. The Convenor agreed to review the flow of information between the sub-committees and the WHSC, and also the wider communication of outcomes.
- 109.2 The Students' Union's Welfare and Community Officer's requested that Mr Rohan Perera, the new Head of Facilities and Health and Safety at the Students' Union, be added to the membership.

The meeting finished at 4.55pm.

Pan Joannou