



Work Health and Safety Committee

Monday 28 November 2022, 9.05am

Minutes

Present Members:

Mr Andy Smith, Convenor

Mr Deniz Akinci

Miss Hayley Boakes

Ms Sandra Bond

Dr Theo Bryer

Mrs Sonia Buckingham

Dr Alun Coker

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 Mrs Joanne English

Dr Rachel Hadi-Talab

Mr Keith Harvey

Mr Max Hill, Director of Workplace Health

Mr Damian Johnson

Mr Henry Killworth

Mr David Ladd

Mrs Portia Lamb, Head of Safety Governance and Risk

Ms Denise Long, Director of Student Support and Wellbeing

Mrs Eira Rawlings

Dr Patrick Ward, (Interim) Executive Director of Health and Safety

Dr Robert Wilson

Attendees:

Ms Kate Boldry

Dr Antony Hooper

Mr Danny Patel

Apologies:

Professor Erik Arstad, Chair, Radiation Safety Sub-Committee

Dr Matt Lougher

Professor Ivan Parkin, Chair, Chemical Safety Sub-Committee

Ms Tracy Pearmain

Mr Paul Stirk, Director of Safety Services

Part I: Preliminary Business

10 Membership

10.1 Dr Patrick Ward had joined the ex-officio membership as (Interim) Executive Director of Health and Safety. Mr Henry Killworth had replaced Dr Rebecca Caygill as appointed member for Media Relations (Communications).

11 Minutes

11.1 The Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 24 October 2022.

12 Matters Arising (Paper 2-11)

12.1 Regarding minute 71.5: produce a report summarising the resolution of the Institute of Prion Diseases Containment Level 3 laboratories incidents. The Chair, Infrastructure Safety Sub-Committee had responded that Campus Infrastructure & Experience (CE&I) needed to analyse the root cause of the incidents and report back through riskNET, recording corrective actions taken. The CE&I Electrical Compliance Group would work to close out the actions relating to the power outages on 18 and 19 July 2022. It was agreed that a proposed closure date would be brought to the next meeting.

12.2 Regarding minute 85.2: check that the maximum ventilation changes are in effect in the Rockefeller anatomy laboratory. An assessment of the air change rates had been undertaken, this had confirmed 10.1 air changes per hour for the large room and 10.23 for the smaller. The Chair, Infrastructure Safety Sub-Committee had asked for the pressure regimes to be confirmed to

establish the direction of air flow in the corridor/entry point to the room and between rooms. The Convenor noted the matter closed.

- 12.3 Regarding minute 3.5: bring to the next meeting the legal team's review of the investigation into an incident involving a student removing toxic chemicals from a laboratory, to enable lessons to be learned. The Chair, Fire Safety Sub-Committee reported that he had asked the Interim Executive Director of Health and Safety and the Director of Student Support and Wellbeing to agree an action plan. An update would be brought to the Committee when appropriate.
- 12.4 Regarding minute 3.7: bring the findings of a lessons learned exercise on Security's response to an incident where a staff member was stuck in a lift. The Head of Security had requested refresher training in the correct response and escalation procedures for all operators and instigated a review of the lift entrapment procedure.
- 12.5 Regarding minute 3.13: meet with Ms Sian Minett regarding situations where teaching room capacity is exceeded and report back to the Committee with an update. It had been confirmed that the Timetabling team would not knowingly overbook rooms. Lecturers would need to ensure the occupancy of rooms was not exceeded before lectures began and the maximum occupancy was to be clearly displayed within each teaching space. The Trade Unions disagreed with the response from the Chair, Fire Safety Sub-Committee noted in min. 3.11 that all the room capacity signage had been put in place. In response it was argued that the information was best displayed online as signs had been removed or defaced, but there were reservations that lecturers would not access online information. The Chair, Fire Safety Sub-Committee added that he intended to find the best solution to provide a secure platform for the information.
- 12.6 Regarding minute 3.16: present a detailed plan based on the outcome of the review of the current FEM arrangements. The Chair, Infrastructure Safety Sub-Committee reported that a 'task and finish team' had met to establish how to achieve the best fire evacuation process, using one of UCL's more complex large buildings as a trial space. The Trade Unions were concerned that in fire evacuations students were leaving a building by the way they came in and causing a crush on the stairs, resulting in them moving back up the

stairs to avoid the over-crowding, while the majority of the fire exits were unused. Fire evacuation marshal training was requested as an urgent measure until a more robust solution was in place. The Chair, Infrastructure Safety Sub-Committee agreed to look at immediate action that could be taken for large teaching spaces to reduce congestion risks.

- 12.7 Regarding minute 3.18 Establish a mechanism of measures and checks on the waste management contractor's performance. The Chair, Infrastructure Safety Sub-Committee reported that regular contract meetings had been established. The matter would be brought to the next meeting following discussion of it at the Chemical Safety Sub-Committee, from which it arose.
- 12.8 Regarding minute 3.19: take forward a review of the flow of information between the sub-committees and the WHSC, and the wider communication of outcomes with sub-committee chairs as appropriate. This matter would be included in the Workplace Health & Safety Gap Analysis action plan.
- 12.9 Regarding minutes 4.2: check whether Professional Services includes technical staff such as maintenance staff and 4.4: consider the Trade Unions' requests that the workload modelling scope include time tariffs with an indicative example, and that the workload modelling be reviewed regularly in the future with the Trade Unions. Also consider the Chair, Radiation Safety Sub-Committee's request that the effect of the introduction of new policies on workload be made a central consideration of the scope. The requests had been noted by the Chief People Officer and a progress update on the workload modelling project would be scheduled for late next term, in line with the timeline that was presented to the Committee.
- 12.10 Regarding minute 8.3: bring an action plan addressing the overcrowding and associated issues at the Institute of Education. The Chair, Infrastructure Safety Sub-Committee summarised the actions taken so far and agreed to add to the action plan a request from the Trade Unions for essential rest and eating facilities to be provided for staff in the Institute.
- 12.11 Regarding minute 8.4; raise at the next meeting of the University Management Committee (UMC) the overcrowding and associated issues at the Institute of Education. The Convenor reported that UMC were made aware of the concerns relating to overcrowding and amenities in the IoE while building work was being carried out. They were encouraged that this was being actively

addressed in a constructive way and would be keen to understand any lessons learned.

- 12.12 Regarding minute 9.2: respond to a report on the latest flooding in the Darwin Building sub-basement. The Chair, Infrastructure Safety Sub-Committee had responded that the Chair of the Campus Flood Prevention Group had confirmed all repairs were complete.

Part II: Strategic Items for Discussion

13 Work Health & Safety Gap Analysis Action Plan (Paper 2-12)

- 13.1 The (Interim) Executive Director of Health and Safety presented a paper summarising the plan which outlined the response to the Work Health and Safety Gap Analysis findings. A detailed action plan had been added as an appendix.
- 13.2 The WHSC noted the Work Health & Safety Gap Analysis Action Plan.

14 Transport of Dangerous Goods Annual Report 2021/22 (Paper 1-06)

- 14.1 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. The report had been postponed from the previous meeting.
- 14.2 The WHSC noted the Transport of Dangerous Goods Annual Report.

15 Infrastructure Safety Sub-Committee Quarterly Report (Paper 1-08)

- 15.1 The Chair, Infrastructure Safety Sub-Committee presented a quarterly report summarising the reports received by the Infrastructure Safety Sub-Committee (ISSC) at its meeting in September. The quarterly report had been postponed from the previous WHSC meeting.
- 15.2 The WHSC noted the Infrastructure Safety Sub-Committee Quarterly Report.

16 UMC Health and Safety report (Paper 2-13)

- 16.1 The Head of Safety Governance and Risk and the Director of Workplace Health presented the health and safety monthly data and activities report for September 2022.
- 16.2 The WHSC noted the monthly UMC Health and Safety report.

17 Items for discussion from the Trade Unions

17.1 There were none.

Part III: Other Business for Approval or Information

18 Any other business

- 18.1 Mrs Joanne English asked what the university's policy was on the use of electric bikes and scooters on campus. A paper highlighting the risks of e-vehicle charging incidents had been brought to the August WHSC meeting but there was no policy at present. The Chair, Fire Safety Sub-Committee agreed to ask a member of the fire safety team to provide a response.
- 18.2 Mrs Hayley Boakes reported that for some weeks there had been a homeless person sleeping on large pipes and cables at the basement of the Anatomy Building. There were blocked sinks and rats in an area near a fish research facility. The Chair, Fire Safety Sub-Committee agreed to pursue the matter with the Head of Security.
- 18.3 The Welfare and Community Officer of the Students Union asked that the Students Union's Head of Facilities and Health & Safety be invited to join the Committee and added that Ms Deb Nichols had joined the Business Continuity Steering Group. The Convenor commented that he was considering the request.

The meeting finished at 10.35am.

Jonathan Blackman