



Work Health and Safety Committee

Friday 31 March 2023, 1.35pm

Minutes

Present Members:

Mr Andy Smith, Convenor

Miss Hayley Boakes

Ms Sandra Bond

Mrs Sonia Buckingham

Mr Adrien Cooper, Chair, Infrastructure Safety Sub-Committee

Miss Donna Dalrymple, Chief People Officer

Mr Ian Dancy, Deputy Convenor

Mr Simon Galloway

Dr Rachel Hadi-Talab

Mr Keith Harvey

Mr Max Hill, Director of Workplace Health

Mr Henry Killworth

Mr David Ladd

Professor Ivan Parkin, Chair, Chemical Safety Sub-Committee

Ms Tracy Pearmain

Mrs Eira Rawlings

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

Dr Robert Wilson

Attendees:

Dr Neil Coutinho

Ms Prisca Masama

Mr Danny Patel

Mr Mitesh Vagadia

Apologies:

Mr Deniz Akinci

Dr Theo Bryer

Dr Alun Coker

Mr Damian Johnson

Mrs Portia Lamb, Head of Safety Governance and Risk

Ms Denise Long, Director of Student Support and Wellbeing

Mr Muhammad Mehmood

Ms Deb Nichols

Dr Kerstin Sander, Chair, Radiation Safety Sub-Committee

Part I: Preliminary Business

39 Minutes

39.1 The WHSC approved the minutes of the meeting held on 3 March 2023.

40 Matters Arising (Paper 5-24)

40.1 Regarding minute 31.4: investigate and report back on departments' ex-staff members remaining in HR data and negatively affecting the non-compliance statistics for mandatory training, and students being categorised as non-compliant on becoming part-time staff but not being able to enrol for mandatory training as staff. The Chief People Officer reported that the mandatory training reports were month behind, so leavers would not disappear immediately. Work was ongoing to address the issue with staff who were students and updates on progress would be included in updates to UMC. If HR is notified of individuals their records can be amended.

40.2 Regarding minute 31.5: report back on the discussion at Chemical Safety Sub-Committee (CSSC) about the wearing of PPE in laboratories being made mandatory. The Chair, CSSC reported that it had been agreed that the PPE standard would be updated by the Head of Biological and Chemical Safety and returned to him for review and re-submission to CSSC and then WHSC for approval. The appointed member for the Cancer Institute sought assurance that the changes being introduced in the standard would be communicated to heads of department and a reasonable lead time allowed

Work Health and Safety Committee Minutes - 31 March 2023

before their introduction. It was also requested that how compliance would be enforced among staff and how the changes would be incorporated into the operations of laboratories be addressed, taking costs and storage facilities into account. It was added that biologists should also be consulted on the proposals. It was agreed that the updated draft standard would be shared with the WHSC and be taken to the Academic Leadership Group.

- 40.3 Regarding minute 35.2: consider the role of departmental health and safety committees as part of the review of the WHSC and consider the contribution of faculty representatives in providing insight from the 'real world' of departments to the WHSC. The (Interim) Executive Director of Health and Safety reported that this had been considered, with the membership of the new Work Operational Health and Safety Sub-committee (WOHSS) including faculty representatives. It was intended that the representatives would be the chairs of faculty health and safety committees or their representatives.
- 40.4 Regarding minute 37.3: investigate how incidents that are referred to a secondary department (such as Estates Division) are managed, who is responsible for completion and how riskNET is used to communicate the process. The (Interim) Executive Director of Health and Safety reported that guidance on how to share an incident with another department without losing access would be included in a support hub of information about using riskNET.
- 40.5 Regarding minute 37.4: produce a set of guiding principles on what makes a good office move. The Deputy Chair had met with a Trade Union representative and agreed to develop guidance on the user expectations of a move. He would report back as soon as he could.
- 40.6 Regarding minute 37.5: discuss a review of the disciplinary and bullying and harassment procedures in a separate meeting with the Trade Unions. The Chief People Officer and an Employee Relations representative had met with a Trade Union representative and agreed to undertake a risk assessment on the processes to ensure that the relevant mechanisms and triggers were in place to provide the appropriate support for individuals. The Chief People Officer added that she had assured the Trade Union representative that the mechanisms were already in place but noted that work was ongoing to review how Employee Relations progress anonymous and named complaints.

Part II: Strategic Items for Discussion

41 Lung Function Testing (Paper 5-25)

- 41.1 Ms Prisca Masama presented a paper on restarting lung function testing (LFT) at UCL Workplace Health.
- 41.2 Workplace Health had stopped carrying out lung function testing (LFT) at the beginning of the pandemic due to the potential risk of transmission of COVID-19 during the procedure. Testing restarted on 6 February 2023 following HSE guidance and a risk assessment shared on riskNET. Monthly data would be added to the health and safety report presented to WHSC/UMC.

42 Review of WHSC: recommendations (Paper 5-26)

- 42.1 The (Interim) Executive Director of Health and Safety presented a paper outlining recommendations for amendments to the Work Health and Safety Committee (WHSC) membership and the membership of the new Work Operational Health and Safety Sub-committee (WOHSS).
- 42.2 The Committee approved the recommendations.
- 42.3 In response to a request from the Convenor for an update on the Health and Safety Policy, the (Interim) Executive Director of Health and Safety stated that with the WHSC's agreement, the policy would be submitted to Council and for signature by the Provost. This was agreed.
- 42.4 In response to queries about delays in feedback from Safety Services to departments regarding their T100 documentation, the Convenor requested that a plan for T100 be included in the agenda for the next meeting of WHSC.
- 42.5 It was agreed that the next WHSC meeting would be the quarterly meeting in July. The first WOHSS meeting would be held in June. The nominee of General Counsel would attend its meetings in an advisory capacity and the Chief People Officer would attend when agenda items required her input.

43 UMC health and safety Report (Paper 5-27)

- 43.1 The health and safety monthly data and activities report for February 2023 was presented by the (Interim) Executive Director of Health and Safety and the Director of Workplace Health.

44 Items for discussion from the Trade Unions

44.1 There were none.

45 Safety communications plan (Paper 5-28)

45.1 The (Interim) Executive Director of Health and Safety presented a paper on a safety communications plan for recurring and ad hoc communications.

45.2 The Deputy Convenor proposed a 'See it. Say it. Sorted' style memorable message to promote a positive UCL-wide culture, including safety. The Chief People Officer suggested this could be tied in with the 'active bystander' idea promoted by Security. The Chair, Infrastructure Safety Sub-Committee added that a digital platform for mobile devices could be used. The Media Relations appointed person recommended the involvement of Communications and Marketing.

45.3 An appointed member expressed thanks for all the support received from Safety Services in managing incidents in riskNET. Another appointed member had enjoyed the Departmental Safety Officer (DSO) Forum on 9 March and hoped there would be termly forums in the future.

Part III: Other Business for Approval or Information

46 Any other business

46.1 There was none.

The meeting finished at 2.45pm.

Jonathan Blackman