



Work Health and Safety Committee

Wednesday 31 August 2022, 3.05pm

Minutes

Present Members:

Ms Fiona Ryland, Convenor

Miss Hayley Boakes

Dr Theo Bryer

Mrs Sonia Buckingham

Dr Rebecca Caygill

Mr Ian Dancy, Chair, Fire Safety Sub-Committee

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

Mr Muhammad Mehmood

Mrs Eira Rawlings

Mr Paul Stirk, Director of Safety Services

Dr Robert Wilson

Attendees:

Ms Kate Boldry

Ms Rachel Fairfax

Mr Danny Patel

Ms Lorren Rea

Mrs Emma Shirbon

Apologies:

Mr Deniz Akinci

Professor Erik Arstad, Chair, Radiation Safety Sub-Committee

Ms Sandra Bond

Dr Rebecca Caygill

Dr Alun Coker

Miss Donna Dalrymple, Interim Chief People Officer

Mr Simon Galloway

Mr Damian Johnson

Dr Matt Lougher

Professor Ivan Parkin, Chair, Chemical Safety Sub-Committee

Ms Tracy Pearmain

Ms Joanne Tapper

Part I: Preliminary Business

96 Minutes

96.1 The Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 22 July 2022.

97 Matters Arising (Paper 11-53)

97.1 Regarding minutes 71.5 and 86.3 relating to the Institute of Prion Diseases Containment Level 3 laboratories incidents/HSE inspection issue: work on the report summarising the resolution of the issues was progressing slowly due to staff leave. Advice from the lawyer assisting the Office of General Counsel was expected shortly, at which point the next steps would be discussed with the parties concerned.

97.2 Regarding minute 83.1: Update the fieldwork risk assessment/process. Ms Rachel Fairfax reported that the guidance had been updated and the relevant webpages would now be updated.

97.3 Regarding minute 85.2: Check that the maximum ventilation changes are in effect in the Rockefeller anatomy laboratory. A response was still awaited to the Estates Customer Helpdesk ticket.

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- 97.4 Regarding minute 85.3: Check the tread height of the bottom step referred to in incident involving a fall on stairs. It was reported that the tread height was in accordance with required standards.
- 97.5 Regarding minute 85.4: Investigate the high level of sickness absence of staff in the Office of the UCL Vice-Provost (Research, Innovation & Global Engagement). The Director of Workplace Health reported that a review of the data had been completed; the majority of absence was due to Covid-19, Long Covid and Cold, Cough and Flu. There were no worrying trends within the data.
- 97.6 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 introducing this would be difficult to support UCL-wide, but a plan was being developed to ensure that some were available in gender-neutral toilets.
- 97.7 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. The process had been agreed however the rollout of the new process remained ongoing. The Chair, Fire Safety Sub-Committee reported that the Estates Customer Helpdesk should be used for any new requests in the meantime.
- 97.8 Regarding minute 91.3: Contact the Director of Student Support and Wellbeing regarding her interest in joining the new Building Safety Act Working Group. This had been completed.
- 97.9 Regarding minute 93.2: Raise with Safety Services whether reminder notifications can be sent in riskNET to staff when their DSE assessment is due to expire. The Director of Workplace Health confirmed that notifications would be added to riskNET in either the September or October system update.
- 97.10 Regarding minute 94.2 relating to the TU's request for special paid leave provisions during extreme hot weather. It was reported that Human Resources' approach would be to deal with any cases on an individual basis. The Special Leave Policy would be updated accordingly.
- 97.11 Regarding minute 94.2 relating to a risk assessment for future spells of extremely hot weather. The Director of Safety Services had responded that a generic risk assessment would not be suitable or sufficient, as managers were

required to consider the effects of hot weather when assessing work activities being carried out with regard to individual susceptibility.

- 97.12 It was agreed that guidance would be produced before next summer on future extreme hot weather. The Chair, Fire Safety Sub-Committee emphasised the importance of reporting specific building issues that impacted on the provision of teaching during extreme weather to Estates Division.

Part II: Strategic Items for Discussion

98 UMC Health and Safety report (Paper 11-54)

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

99 E-Scooter and Other E-Vehicle Charging Risks (Paper 11-55)

- 99.1 Mrs Emma Shirbon presented a paper providing an overview of risks associated with the increasing frequency of e-Scooter and e-Vehicle charging incidents resulting in significant fire damage and risk to life safety.
- 99.2 It was agreed that a policy, guidance and communications plan would be developed clarifying UCL's position on the use of Illegal EV (electric vehicle) equipment (such as e-scooters) and establishing the provision of safe charging points for legal equipment and mobility scooters, taking security considerations into account. The policy would be presented at a future meeting of the Committee.

100 Items for discussion from the Trade Unions (Paper 11-56)

- 100.1 Dr Theo Bryer presented a paper providing an overview of the risks associated with overcrowding in relation to stress and workload, fire and Covid-19.
- 100.2 The wider strategic issues around timetabling and room bookings were discussed, noting that they would only be resolved by moving from the current, local timetabling process to a centralised process. It was recommended that the Trade Unions' Health and Safety representatives be involved in the strategic change.
- 100.3 The Chair, Fire Safety Sub-Committee agreed to confirm with Ms Sian Minett that room capacity information was available on the doors of all teaching rooms.

100.4 It was agreed that guidance would be produced before the start of next term for situations where teaching room capacity was exceeded.

Part III: Other Business for Approval or Information

101 Any other business

101.1 The Chair, Fire Safety Sub-Committee expressed the Committee's thanks to the Convenor for all her work and support for the Work Health and Safety Committee.

101.2 Dr Robert Wilson expressed concerns about the performance of the appointed waste management contractors due to several recent incidents. It was agreed that Robert would contact The Chair, Fire Safety Sub-Committee and Mr Paul Monk initially to begin discussions and determine the next steps.

The meeting finished at 4.00pm.

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August 2022