



HEALTH AND SAFETY COMMITTEE

15 October 2015

MINUTES

PRESENT:

Ms Lesley Alterman
Dr Paul Cassell
Mr Andrew Grainger
Mr Brian Kavanagh
Mr David Ladd
Mrs Elizabeth Sutton-Klein

Mr Rex Knight (*Convenor*)
Ms Cathy Brown
Ms Sue Chick
Mr Max Hill
Mr Peter Kelly
Mr Richard Marguerie
Mr Tom Robinson

Mrs Sonia Buckingham
Dr Alun Coker
Ms Jenny Head
Mr Doug King
Mr Paul Stirk

In attendance: Mrs Rhona Brown (Safety Adviser); Dr Jon Moon (Agile Working Project Manager); Professor Ivan Parkin (Head of Department of Chemistry); Mr Steve Tidmarsh (Safety Adviser); Mrs Suzy Wright (Estates Strategy Manager).

Apologies for absence were received from: Ms Jillian Deans, Mr Steve Margiotta, Mr Munya Marisa, Mr Nigel Waugh.

Key to abbreviations

DSE	Display Screen Equipment	HSC	Health and Safety Committee
SENIT	Student Enabling Information Technology	UCU	University and College Union

Preliminary business

1 CONSTITUTION AND 2015-16 MEMBERSHIP; TERMS OF REFERENCE

- 1.1 **Received** – the constitution and 2015-16 membership and terms of reference of HSC.
- 1.2 **Noted** - Dr Alun Coker had joined the HSC as Observer for UCU since the issuing of the agenda.

2 MINUTES OF THE MEETING OF 14 JULY 2015

- 2.1 **Approved** – the Minutes of the HSC meeting held on 14 July 2015 [HSC Mins. 26 - 39.1, 14.07.15].

3 MATTERS ARISING FROM THE MINUTES

[see 4,5,6 below]

<p style="text-align: center;">Matters for discussion</p>
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4 AGILE WORKING TEAM

PAPER 1-03

[HSC Min. 33A, 14.07.15]

Dr Jon Moon (Agile Working Project Manager) & Mrs Suzy Wright (Estates Strategy Manager) were in attendance for this item.

Received – a report on the agile working project findings.

- 4.1 The background, features and outcome of the agile working group's study was summarised. Many of the findings have been incorporated in the on-line User tutorial and the DSE Assessors training.

5 AGILE WORKING WORKSHOPS

PAPER 1-04

[HSC Min. 33A, 14.07.15]

Received – a report on the agile working workshops held in UCL workplaces.

- 5.1 The background, objectives, overview and findings of the workshops were outlined. The workshops complimented the existing DSE assessment procedures. Occupational Health Services could be involved in carrying out repeat visits on a quarterly basis.

6 SENIT SUITE UPDATE

[HSC Min. 33B, 14.07.15]

Received – an oral report on the Senit Suite relocation.

- 6.1 The Director of Estates reported that the Senit Suite would move to the Research Grid this term, it was hoped in November. Pest control is in place monitoring the Senit Suite until the move. The Convenor added that it had been hoped that the move would take place earlier but Library Services are not yet ready to move from the Research Grid. Assurance was given that the work would be completed as soon as practicable.
- 6.2 UCU stated that they believed the Senit Suite should be closed until its relocation as they considered it an unsuitable location for students with disabilities.

- 6.3 The Convenor stated that a report had been commissioned on addressing the presence of cockroaches following the discovery of another one recently. Depending on the outcome of the report the removal of the Senit Suite would allow Estates to carry out a deep cleansing to eradicate the pests. Concern over the problem, which is not an infestation, had to be balanced with the impact the closure would have on students with disabilities.
- 6.4 The trade unions expressed their disagreement with the decision and reiterated their opinion that the Senit Suite should be temporarily closed.

7 QUARTERLY PERFORMANCE REPORT

PAPER 1-05

Mr Steve Tidmarsh (Safety Adviser) was in attendance for this item.

Received – the above named report.

8 INCIDENT IN THE DEPARTMENT OF CHEMISTRY

PAPER 1-06

Mrs Rhona Brown (Safety Adviser) and Professor Ivan Parkin (Head of Department of Chemistry) were in attendance for this item.

Received – a report on an incident that occurred in the Department of Chemistry.

- 8.1 Professor Parkin described how the recommendations in the report had been successfully implemented.

Other matters for approval or information
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9 UCL HEALTH AND SAFETY POLICY

PAPER 1-07

Approved – the health and safety policy for forwarding for information to Council.

- 9.1 UCU requested that future objectives consider health-related issues as well as safety-related ones.

ACTION: Paul Stirk

10 ANNUAL REPORT TO COUNCIL

PAPER 1-08

Approved – the annual report for forwarding for information to Council.

11 ANY OTHER BUSINESS

- 11A Legionella

11A.1 Concern was expressed by academic representatives on the Committee that DSOs were to be made appointed persons to maintain a list of specific types of equipment that could present a risk of exposure to legionella bacteria. The tendency for the Departmental Safety Officer to 'do everything', from taking on multiple safety roles to authorising all risk assessments and carrying out all inspections has been identified as an issue by Safety Services from the Senior Management Conversations. It was clarified that the revised Legionella and Management Control Standard only specified that Heads of Department should identify and appoint a responsible person to maintain a local inventory of both specific items and types of equipment that could present a risk of exposure and to ensure that all equipment is assessed and subject to appropriate controls. This was necessary to close an identified gap in the arrangements.

12 DATE OF NEXT MEETING

12.1 The next meeting of the HSC would take place on Tuesday 26 January 2016 at 2.00 pm in the Haldane Room.

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