



HEALTH AND SAFETY COMMITTEE

24 July 2018

MINUTES

PRESENT:

Miss Rothna Akhtar	Mr Rex Knight (<i>Convenor</i>)	Mrs Sonia Buckingham
Ms Katie Canada-Chwieroth	Ms Theo Bryer	Dr Rachel Hadi-Talab
Mr Max Hill	Dr Paul Cassell	Mr Doug King
Mr David Ladd	Mr Brian Kavanagh	Mr Mahmud Rahman
Mrs Hayley Ramsay	Ms Tamsin Piper	Ms Kate Thornton
	Mrs Elizabeth Sutton-Klein	

In attendance: Ms Tara Kelly (Asbestos Manager); Mr Steve Tidmarsh (Safety Adviser)

Apologies for absence were received from: Mr Colin Byelong; Dr Alun Coker; Mr Andrew Grainger; Mr Kelvin Gwilliam; Mr Peter Kelly; Ms Fiona Ryland; Mr Paul Stirk.

Key to abbreviations

HR	Human Resources	HSC	Health and Safety Committee
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Preliminary business

28 MEMBERSHIP

28.1 **Noted** – Miss Rothna Akhtar and Mr Mahmud Rahman were welcomed as the student union observers for 2018-19.

29 MINUTES OF THE MEETING OF 23 APRIL 2018

[HSC Mins 22-27, 23.04.18]

29.1 **Approved** – the Minutes of the HSC meeting held on 23 April 2018 were approved.

30 MATTERS ARISING FROM THE MINUTES

Matters for discussion

31 ASBESTOS MANAGEMENT PLAN

Ms Tara Kelly (Asbestos Manager) was in attendance for this item.

- 31.1 Ms Kelly summarised the current position – she was editing the plan with the cooperation of consulting departments and aiming to issue it for peer review before the next meeting of HSC.
- 31.2 It was requested that the policy be amended at 2.15 to read ‘all equipment’; and at 2.21 to differentiate the roles of Safety Services and Occupational Health and Wellbeing at the behest of the Trade Union representatives.

ACTION: Tara Kelly

32 RESPONSIBLE RISK MANAGEMENT FOR PRINCIPAL INVESTIGATORS

[PAPER 4-21 (17-18)]

- 32.1 **Received** – the above paper.
- 32.2 Mrs Ramsay outlined the development of health and safety management awareness e-learning, which would go live in October.
- 32.3 Mrs Ramsay would circulate to Committee members further detail on how long the course would take to complete online. **ACTION: Hayley Ramsay**

33 LEGIONELLA AWARENESS TRAINING

[PAPER 4-22 (17-18)]

- 33.1 **Received** – the above paper.
- 33.2 Mrs Ramsay summarised the development and features of the Legionella Awareness e-learning which was available on UCL Moodle.
- 33.3 In response to a request from Dr Cassell for details of what water equipment was included in the UCL Estates survey, Mrs Ramsay recommended that they contact Patrick Julien to find out.
- 33.4 In response to a query from Ms Thornton as to whether the procurement of a competent contractor for water treatment within departments would be undertaken by UCL Estates, Mrs Ramsay confirmed that procurement would be the department’s independent responsibility, while UCL Estates could offer advice.

34 QUARTERLY PERFORMANCE REPORT

[PAPER 4-23 (17-18)]

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

- 34.1 **Received** – the above report.

34.2 As it was noted that the Faculty of Arts & Humanities had again submitted no accident and incident reports in the previous quarter, Safety Services would remind them of the importance of accident reporting.

ACTION: Steve Tidmarsh

34.3 It was requested that provision of quarter by quarter differences for departments be considered for the data on 'Performance against 2017-18 Safety Objectives'.

ACTION: Steve Tidmarsh

34.4 Mrs Ramsay agreed to find out how quickly HR data is being imported into riskNET and whether people searches could be undertaken using the UPI.

ACTION: Hayley Ramsay

34.5 Mr Tidmarsh agreed to investigate for Mrs Buckingham whether old risk assessments on riskNET could be deleted for individual departments.

ACTION: Steve Tidmarsh

35 **ANY OTHER BUSINESS**

Other matters for approval or information
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36 **DATES OF 2018-19 MEETINGS:**

36.1 23 October 2018 at 2.15 pm

22 January 2019

9 April 2019

23 July 2019

All at 2.00 pm

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