



Work Health and Safety Committee

29 April 2022, 2.00pm

Minutes

Present Members:

Ms Fiona Ryland, Convenor

Professor Erik Arstad, Chair, Radiation Safety Sub-Committee

Miss Hayley Boakes

Ms Sandra Bond

Mrs Sonia Buckingham

Mr Colin Byelong

Dr Rebecca Caygill

Miss Donna Dalrymple, Interim Chief People Officer

Mr Ian Dancy, Chair, Fire Safety Sub-Committee

Miss Yasmin Daoud

Mrs Joanne English

Mr Simon Galloway

Mr Keith Harvey

Mr Max Hill, Director of Workplace Health

Mr Damian Johnson

Mr David Ladd

Professor Ivan Parkin, Chair, Chemical Safety Sub-Committee

Mrs Eira Rawlings

Mr Mike Sheppard, Chair, Infrastructure Safety Sub-Committee

Mr Paul Stirk, Director of Safety Services

Ms Joanne Tapper

Dr Rob Wilson

Attendees:

Mr Simon Cooke

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Ms Rachel Fairfax

Miss Fiona O'Farrell

Mr Danny Patel

Apologies:

Dr Theo Bryer

Dr Rachel Hadi-Talab

Ms Denise Long

Dr Matt Lougher

Mr Osman Teklies

Part I: Preliminary Business

62 Membership

62.1 The Chair, Fire Safety Sub-Committee was confirmed as Deputy Convener.

63 Minutes

63.1 The Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 31 March 2022.

64 Matters Arising (Paper 7-35)

64.1 Regarding minute 54.9: discuss proposals for laminated floor plans for high-risk buildings at the next Fire Safety Sub-Committee and bring back to the subsequent WHSC meeting. Eight high-risk buildings had been identified, for which the fire team were in the process of creating laminated floor plans.

64.2 Regarding minute 55.1: bring a summary of Covid-19 absence (including period of absence) since the onset of tracking to the next meeting. The Director of Workplace Health had supplied the summary to the Committee.

64.3 Regarding minute 56.2: display information at AEDs stating how staff should report faults or damage to the devices. Estates Division would arrange for a sign to be placed next to each AED stating that staff should report faults or damage to the Estates Customer Helpdesk.

64.4 Regarding minute 56.3: make the Estates Customer Helpdesk staff aware of the procedure for dealing with a request to install an AED at a new location. A

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new process had been agreed and the Estates Customer Helpdesk staff informed.

- 64.5 Regarding minute 56.3: arrange for an AED to be installed near the Pears Building. This was in process.
- 64.6 Regarding minute 56.4: produce a central register and location map of AEDs. The central register would be produced once a survey had been completed by Security. Location plans would be produced in the next six months and kept with the building fire plans.
- 64.7 Regarding minute 57.3: ask the University Management Committee (UMC) to decide whether to defer the recommendation that 'those whose immune system means that they are at higher risk' be considered on a case-by-case basis. The UMC's decision was not to delay implementation of the new guidance for this group. The Chair, Fire Safety Sub-Committee confirmed that outsourced workers who were immuno-compromised should follow the same procedure.
- 64.8 Regarding minute 59.2: monitor absence rates and review the formal procedures for managing sickness absence accordingly, following the change to encouraging staff to stay at home if feeling unwell. This review was underway.
- 64.9 Regarding minute 59.4: ask the Vice-Provost VP (Faculties) to chair a Workload Management Systems working group. A working group was being established. The Trade Unions requested that the workload model address stress management standards and be time-based. The Interim Chief People Officer agreed to consider this request.
- 64.10 Regarding minute 59.4: arrange for training to be provided for Heads of Department in staff workload management, through the Academic Leadership Group. This training would be undertaken once a model had been produced by the working group.
- 64.11 Regarding minute 59.7: arrange for a ventilation audit and provision of CO₂ monitors for an ISD Termly Increment Planning Event to be held in late April. The CO₂ monitors had been provided and the ventilation check completed.
- 64.12 Regarding minute 59.8: undertake an investigation of the several instances where AHUs were switched off in the Containment Level 3 laboratories, to try to identify the underlying cause and find a solution. It was reported that a

report would be issued on or before 5 May, and also on that date a meeting would take place between Estates Division representatives and Damian Johnson from the Institute, to discuss and review maintenance requirements.

64.13 Regarding minute 59.9: resend to Damian Johnson the UCL response to the enforcement letter issued by the Health and Safety Executive after their inspection of CL3 facilities last year. This had not been done due to the original action holder leaving, but Safety Services would be meeting with Damian Johnson shortly.

Part II: Strategic Items for Discussion

65 Covid-19 update

65.1 The Convenor stated that the update would no longer be a standing item on the agenda.

66 UCL Covid-19 outbreak response

66.1 The Director of Workplace Health reported that there had been no outbreaks.

67 Fire Safety Sub-Committee quarterly report (Paper 7-36)

67.1 Mr Simon Cooke presented a report highlighting key activities and points of note for the past quarter.

67.2 It was noted that fire drills had largely returned to their pre-COVID schedule. The lessons learned from the fire incident at the Institute of Ophthalmology would be shared with the Committee.

67.3 In response to the Trade Unions' concern at the stretched resources of the fire team, the Chair, Fire Safety Sub-Committee agreed to review the resource requirements of the fire safety team and update the Committee.

68 GM & Biological Safety Sub-Committee quarterly report (Paper 7-37)

68.1 Ms Rachel Fairfax summarised a report highlighting the sub-committee's key activities for the second quarter of 2021/22.

69 Radiation Safety Sub-Committee quarterly report (Paper 7-38)

- 69.1 Miss Fiona O'Farrell presented a report highlighting key activities and notable points raised by the UCL Radiation Safety Sub-committee for the last quarter.
- 69.2 It was reported that since the report had been written there had been a very successful inspection by the Health and Safety Executive of the X-ray irradiators at the Division of Infection and Immunity at the Royal Free Hospital. The Convener would write to the staff involved to congratulate them.

70 Infrastructure Safety Sub-Committee quarterly report (Paper 7-39)

- 70.1 The Chair, Infrastructure Safety Sub-Committee presented a report summarising the reports received by the sub-committee in March.
- 70.2 The Chair, Infrastructure Safety Sub-Committee agreed to bring the updated baseline compliance audit action plan to future meetings of this committee.

71 Items for discussion from the Trade Unions (Paper 7-40)

- 71.1 The Trade Unions sought clarification on the status update on the Health and Safety Executive enforcement actions from the last WHSC meeting. Clarification was requested on investigations being conducted into the incidents in the Institute of Prion Diseases, where Estates Division maintenance staff had switched off critical safety systems during fire alarm tests. There was concern that the appropriate people in Estates were not getting notified of the incidents, resulting in recurrence. Clarification was also sought on the status of enforcement actions set by the Health and Safety Executive.
- 71.2 The Chair, Infrastructure Safety Sub-Committee reported that improved control measures had been put in place for fire alarm tests and that Estates management procedures were being put in place in all Containment Level 3 laboratories.
- 71.3 The Trade Unions requested a response on the application for a derogation from the genetic modification organisms (GMO) regulations for 1 Wakefield Street, which the Health and Safety Executive had said was required due to lack of sealability.
- 71.4 It was reported by Safety Services that an error had been made by the Health and Safety Executive in the derogation request and that the issue had been

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resolved in September, but this had not been relayed to Damian Johnson. This would be discussed in Safety Services' impending meeting with him in the coming days.

71.5 The Chair, Infrastructure Safety Sub-Committee agreed to produce a report following the meetings between Damian Johnson and Estates Division and Safety Services, summarising the resolution of the above issues.

71.6 The Director of Workplace Health agreed to investigate if there was any way of assessing whether any staff had been exposed to long-term effects of prion exposure as a result of the incidents.

Part III: Other Business for Approval or Information

72 Any other business

72.1 No other business was raised.

The meeting finished at 1.00pm

Jon Blackman

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