

HEALTH AND SAFETY COMMITTEE

2 November 2018

MINUTES

PRESENT:

Mr Colin Byelong	Mr Rex Knight (<i>Convenor</i>)	Ms Katie Canada-Chwieroth
Mr Kelvin Gwilliam	Dr Alun Coker	Mr Doug King
Mr Peter Kelly	Dr Rachel Hadi-Talab	Mr Mahmud Rahman
Mrs Hayley Ramsay	Mr David Ladd	Mrs Elizabeth Sutton-Klein
	Ms Fiona Ryland	

In attendance: Mrs Sheila Curtis; Mr Richard Jackson; Mr Duncan Kennedy; Mr Tony Overbury; Mrs Emma Shirbon; Ms Karen Smith.

Apologies for absence were received from: Miss Rothna Akhtar; Ms Theo Bryer; Mrs Sonia Buckingham; Ms Francesca Fryer; Mr Max Hill; Mr Brian Kavanagh; Mr Paul Stirk; Ms Kate Thornton.

Key to abbreviations

AED	Automatic External Defibrillators	DSE	Display Screen Equipment
HSC	Health and Safety Committee		
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013		

Preliminary business

1 **CONSTITUTION AND 2018-19 MEMBERSHIP; TERMS OF REFERENCE**

[PAPER 1-01 (18-19)]

1.1 **Approved** – the Minutes of the HSC meeting held on 24 July 2018 were approved.

1.2 It was agreed that the membership and terms of reference would be reviewed and the outcome sent to the convenor before the next meeting of HSC.

ACTION: Hayley Ramsay

2 **MINUTES OF THE MEETING OF 24 JULY 2018**

[HSC Min's 28-36.1, 24.07.18]

- 2.1 **Approved** – the Minutes of the HSC meeting held on 24 July 2018 were approved subject to the following additions:
- 2.2 Dr Rachel Hadi-Talab requested that ‘in view of the consistently high reported level of injuries in estates, should T100 be done for UCL Estates?’ be added to the minutes. The Deputy Head of Safety responded that the nature of the work in comparison with other departments needed to be considered and that UCL Estates were on schedule for T100 – if there were abnormally high trends of incidents they would become a higher priority.
- 2.3 Ms Theo Bryer requested that ‘the percentage of staff that have had DSE assessments’ be added. The Deputy Head of Safety said that while the DSE objective was not met in 2017-18 it would continue to be monitored at local health and safety committees and in the quarterly performance report to HSC.

3 **MATTERS ARISING FROM THE MINUTES**

[PAPER 1-02 (18-19)]

Matters for discussion

4 **DISPOSAL OF LABORATORY CHEMICALS TO DRAIN**

[PAPER 1-03 (18-19)]

HSC Minute 21, 11/04/2017

Mr Tony Overbury (Estates Sustainability Consultant) was in attendance for this item.

- 4.1 **Received** – the above paper.
- 4.2 The HSC noted the progress with this workstream and that further work is required before guidance can be written.

5 **PERMIT TO WORK SYSTEM**

[PAPER 1-04 (18-19)]

Mr Tony Overbury (UCL Estates Sustainability Consultant) was in attendance for this item.

- 5.1 **Received** – the above paper.

- 11.1 Clarification was sought on how vaccines would be arranged for MSc project students when funded by their department and whether Occupational Health and Wellbeing could administer these if the funding followed the students.

ACTION: Max Hill

- 11.2 The procedure for vaccination and post-vaccination testing of staff would be confirmed at the next meeting of HSC.

ACTION: Max Hill

- 11.3 The delay that had been experienced by principal investigators in getting their GM risk assessments finally approved had been due to the use of an external consultancy during the process of recruitment of a permanent specialist authoriser. This authoriser had recently started in post and would shortly be notifying departmental GM safety officers of the new arrangements.

- 11.4 It was requested that large agenda packs be sent out more than one week in