

## **Health and Safety Committee**

Covid-19 Meeting

29 March 2021, 3.30pm

### Minutes

#### **Present Members:**

Ms Fiona Ryland, (Convenor)

Ms Victoria Adrienne

Dr Matthew Blain, Executive Director of Human Resources

Miss Hayley Boakes

Ms Sandra Bond

Dr Theo Bryer

Ms Sonia Buckingham

Mr Colin Byelong

Dr Alun Coker

Miss Yasmeen Daoud

Dr Rachel Hadi-Talab

Mr Keith Harvey

Mr Max Hill, Director of Workplace Health

Mr David Ladd

Dr Matt Lougher

Ms Carol Paige

Mrs Hayley Ramsay, Deputy Head of Safety

Mrs Eira Rawlings

Ms Joanne Tapper

Dr Rob Wilson

#### **Attendees:**

Mr Ian Dancy

Mr David Everett

Mr Richard Jackson

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Prof Irene Petersen

Mr David Stevens

**Apologies:**

Mr Paul Stirk, Director of Safety Services

**Part I: Preliminary Business**

**54 Membership**

54.1 Ms Victoria Adrienne had replaced Miss Tansy Jones as Representative for UCL GOS Institute of Child Health.

**55 Minutes**

55.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 26 February 2021  
unions commented that the staff survey the level of wellbeing and workload at individu

**56 Matters Arising (Paper 7-38)**

56.1 Regarding minute 44.1: confirm that a meeting had been arranged between the Trade Unions and Estates Division to discuss the prioritisation of ventilation; it was planned that a meeting would be arranged after Easter.

56.2 Regarding minute 51.1: the Trade Unions a report on how the risks associated with staffing issues - exacerbated by the increased workload associated with the pandemic and the rise in student numbers - were being addressed; this would be considered as part of the workload management review.

56.3 Regarding minute 51.3: instigate a new review of workload to be led by a UCL academ a

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- 56.5 Regarding minute 51.7, establish a process for requesting a screen at reception areas, to include requests from contractor staff; anyone who required a screen should contact Ian Dancy, Duncan Palmer or David Everett.
- 56.6 Regarding minute 51.9: address the problem of the lack of social distancing by students that had been observed in the Refectory Café; new posters were being produced and re-introducing student ambassadors to promote self-distancing rules was being considered for the new term.
- 56.7

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making on the Future of Work at UCL programme. The programme recommended a flexible model whereby staff would work on-site and/or remotely, depending on their role. The results of the survey would be available once they had been analysed.

59.3 The Trade Unions expressed support for the use of home test kits but UCL is obligated to provide testing in on-site facilities only.

59.4 The Trade Unions asked if there would be a time limit on meetings, a period between meetings to enable the ventilation of rooms, and more guidance made available on their use - ready for the proposed reintroduction of socially-distanced face-to-face meetings at Step 3 (not before 17 p32 T(te)0( f) Td87e-6(sb)-3(ew.)6

**61 Health and Safety Governance and Committee Structure Improvement  
(Paper 7-41)**

- 61.1 Mr Richard Jackson presented a paper exploring changes that could be made in order to facilitate the broad improvement of the governance of Health and Safety at UCL through amendments to committee structures and membership.
- 61.2 The paper recommended the development of the existing specialist committees and the introduction of new sub-committees to be aligned to cover the same basic management and governance principles and report at frequent intervals to the HSC.
- 61.3 The paper also proposed that departmental safety committees for high hazard departments move from having a suggested senior manager as the chair to a mandated requirement for the head of department or manager with equivalent or higher authority to chair the committee.
- 61.4 It was noted that inclusion of a Trade Union member would be part of the terms of reference for each proposed HSC sub-committee.

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Jon Blackman

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