

## Work Health and Safety Committee (WHSC)

25 April 2024 at 1:35pm

OnlDr Theo Bryer; Sonia Buckingham; Dr Joanna Carrington  
Alun Coker; Adrien Cooper; Donna Dalrymple; Ian Dancy; Professor Fiona  
Ducotterd; Joanne English; Megan Gerrie; Keith Harvey; Dr Ralph Hick; Max  
Damian Johnson; Tansy Jones; Henry Killworth; David Ladd; Portia Lamb; D  
Massaro; Professor Ivan Parkin; Danny Patel; Eira Rawlings; Dr Kerstin Sand  
Rob Wilson.

### Apologies:

Sandra Bond; Colin Byelong; Ahmad Ismail; Professor John Kelsey; Denise I  
Mary McHarg; Deb Nichols; Joanne Tapper.

### In attendance:

Jonathan Blackman; Liz Milner (for minute 4); Rohan Perera (on behalf of De  
Nichols); Claire Rowlinson (for minute 4); George Savol (for minute 5).

### Officer(s):

Alex Brace (Secretary); Olivia Whiteley.

## Part I: Preliminary Business

### 26. Convenor's Introduction

- 26.1. The Convenor welcomed Alex Brace as incoming Secretary to Work Health and Safety Committee (WHSC). The Convenor

## **28. Matters Arising (3-26)**

- 28.1. Arising from minute 16.2, WHSC noted the Student and Campus Experience Portfolio Team had taken on responsibility to review the audit of rest and eating facilities in the Bloomsbury campus.
- 28.2. Arising from minute 16.3, Ian Dancy, Chair of Work Operational Health and Safety Sub-Committee, provided an update on unresolved issues regarding rest and eating facilities at the Institute of Education noting that this action predominantly concerned the use and return of the Lawton room. WHSC noted this had taken longer than expected but would be moving ahead. WHSC requested an update at the next meeting.

### **Water Hygiene Management Plan**

- 28.3. Arising from minute 17.2, WHSC noted that Chemical Safety Sub-Committee would review whether the monitoring of waste streams from BSU units was compliant with the new regulations. It was agreed that Adrien Cooper, Chair of Fire Safety Sub-Committee & Infrastructure Safety Sub-Committee, would investigate and report back at the next meeting.

### **UCL East LEV/chemical waste management**

- 28.4. Arising from minute 21.1, WHSC noted the local exhaust ventilation (LEV) and chemical waste management problems at UCL East had continued and laboratories had requested compensation from UCL. It was also noted that Master's students had been unable to work due to the problems. WHSC requested an update at the next meeting.
- 28.5. WHSC requested for the delays to be added to the lessons learnt which would be reviewed by the UCL East Programme Board.

## **Part II: Strategic Items for Discussion**

### **29. Online Harassment Toolkit (3-27)**

- 29.1. Claire Rowlinson, Head of HR (BEAMS), presented an update on the Online Harassment Toolkit, noting that a key area of focus was the coordination of support spread across multiple teams to remove the need for the member of staff or student to repeat their circumstances which could lead to further distress. It was also noted, in terms of managing expectations, that the toolkit had collated pre-existing support material and was not looking to resolve the issue altogether.
- 29.2. Liz Milner, HR Business Partner, provided additional information about the toolkit, noting that Responsible, Accountable, Consulted, and Informed (RACI) principles had been developed to create a standard operating

process across teams. There remained some work to be done regarding raising awareness of the toolkit and WHSC members were encouraged to provide any feedback they may have.

29.3. The following points were raised in discussion:

- a. WHSC noted the risk associated with academic profiles, which had been published on the website for the start of the 2023-24 academic year, as they provided links to each individual's research which may make that individual vulnerable to online harassment dependent on the nature of their research.
- b. Donna Dalrymple, Chief People Officer, informed WHSC that any proposed policy changes regarding support for online harassment would be brought to WHSC.

### **30. Portable Appliance Testing Standard (3-28)**

- 30.1. George Savol, Head of Infrastructure Safety, presented the Portable Appliance Testing Standard. It was noted that the policy would be monitored through the Target 100 (T100) Programme.
- 30.2. WHSC expressed concern regarding the lack of acknowledgement in the standard of the variety of the buildings at UCL and how they were serviced by different third parties and contractors. WHSC agreed to review the standard at the next meeting once this concern had been addressed.

### **31. Water Hygiene Management Plan (3-29)**

- 31.1. The Chair of Fire Safety Sub-Committee & Infrastructure Safety Sub-Committee presented an update on the Water Hygiene Management Plan, noting the plan had been updated following the last meeting to include the responsibilities of the Head of the Department (WHSC Minute 17.2, 22 January 2024). It was also noted that Emma Shirbon, Assistant Director, Compliance and Performance, had communicated the plan with Departments to ensure their engagement.
- 31.2. WHSC approved the policy to go forward.

### **32. Next Steps – Workplace Health and Safety Gap Analysis (3-30)**

- 32.1. Dr Jo Carrington, Director of Health and Safety, presented a review of the Workplace Health and Safety Gap Analysis Report (T&T Report) and Action Plan.
- 32.2. WHSC noted that since recommendations had been published in 2022, the landscape had changed, and a number of short-term goals had now been proposed with the intent to develop a UCL Health and Safety Strategy.

- 32.3. The following points were raised in discussion:
- a. WHSC noted that it would be important to manage expectations as improvements to programmes, such as the riskNET Change Programme, would not happen overnight.
  - b. The

- d. There was recognition of the institutional problem around managing roles and staff data in systems often becoming outdated as a result of those systems operating in isolation.
- e. Where Departments did not have many Department Safety Officers (DSOs), this should be raised at each Faculty's Safety Committee.
- f. It was suggested that automated reminders be built into the system for late reviews if there had been no response. It was agreed that the Head of Safety Governance and Risk would investigate this with the Automation Team.

33.3. WHSC noted the findings and supported implementation of the recommendations and recorded their interest to keep informed about the progress of these recommendations.

**34. Building work in the Institute of Education (3-32)**

34.1. The

## Work Health and Safety Committee Minutes –

38.1. WHSC received a quarterly report from the Work Operational Health and Safety Sub-Committee.

38.2. The Convenor noted that any operational issues should be flagged to the Chair of Work Operational Health and Safety Sub-Committee.

**39. Quarterly Report: Radiation Safety Sub-Committee (3-37)**

39.1. WHSC received a quarterly report from the Radiation Safety Sub-Committee.

39.2. The Chair of Radiation Safety Sub-Committee informed WHSC of a radiation incident not included in the report, for which investigations were ongoing. It was noted that the incident had highlighted the lack of communication between UCL stakeholders, contractors and Estates. WHSC agreed that the Chair of Fire Safety Sub-Committee & Infrastructure Safety Sub-Committee would meet with the Chair of Radiation Safety Sub-Committee to discuss this matter further.

**40. Quarterly Report: Genetic Modification & Biological Safety Sub-Committee (3-38)**

40.1. WHSC received a quarterly report from the Genetic Modification & Biological Safety Sub-Committee.

**41. Quarterly Report: Infrastructure Safety Sub-Committee (3-39)**

41.1. WHSC received a quarterly report from the Infrastructure Safety Sub-Committee and noted the report had been received by both Estates Management Committee and Estates Committee.

41.2. The Convenor noted that it would be helpful to have a report for each of the campuses to focus in on any issues specific to a particular campus.

**42. Quarterly Report: Chemical Safety Sub-Committee (3-40)**

42.1. WHSC received a quarterly report from the Chemical Safety Sub-Committee.

42.2. The Chair of Chemical Safety Sub-Committee reported chemical and other safety issues at Marshgate regarding joint and shared laboratories as there had not been a finalised programme or protocol for how these would operate. The Chair had met with the Dean of Engineering to try to resolve these issues.

42.3. WHSC noted that UCL had been ranked number one in Radio Chemistry in Europe and number one for Biochemistry in Europe.

**43. Quarterly Report: Fire Safety Sub-Committee (3-41)**

- 43.1. WHSC received a quarterly report from the Fire Safety Sub-Committee.
- 43.2. WHSC noted that Fire Safety Sub-Committee would meet monthly going forward.

**Part III: Other Business for Approval or Information**

**44. Mental Health and Wellbeing principles (3-42)**

- 44.1. WHSC received Mental Health and Wellbeing principles.

**45. Secretariat arrangements (3-43)**

- 45.1. WHSC received a paper on secretariat arrangements going forward.

**46. Any other business**

- 46.1. The Director of Health and Safety reported that the Class 4 and 3B Laser HSE Laser