



HEALTH AND SAFETY COMMITTEE

14 July 2015

MINUTES

In attendance:

Mr Rex Knight (*Convenor*)

Ms Lesley Alterman
Ms Jillian Deans
Ms Jenny Head
Mr Richard Marguerie

Mrs Sonia Buckingham
Miss Leah Francis
Mr Peter Kelly
Mr Paul Stirk

Ms Sue Chick
Ms Angela Graneek
Mr David Ladd
Dr Ian Watts

In attendance: Ms Lesley May for Minute 31.

Apologies for absence were received from: Mr Andrew Grainger, Mr Matthew Grigson, Mr Doug King, Mr Munya Marisa, Mr Nigel Waugh.

Key to abbreviations:

DSE Display Screen Equipment

HSC Health and Safety Committee

RPE Respiratory Protective Equipment

SENIT Student Enabling Information Technology

UCU University and College Union

27 MINUTES OF THE MEETING OF 24 MARCH 2015

Confirmed:

27.1 The Minutes of the meeting of HSC held on 24 March 2015 [*HSC Mins. 12-26.1, 24.03.15*].

28 MATTERS ARISING FROM THE MINUTES

29 NEW EMPLOYEE ASSISTANCE PROGRAMME

Received:

29.1 A presentation from Pat Garland-Smith of Care first on the new support and assistance

service throughout the university. The service would also be publicised through

projects are currently recorded are separate systems with no electronic interface. However, since the incident all works are now triaged via the Customer Services Centre. It was acknowledged that this was not a fail-safe method for managing project interdependencies. Therefore a review of processes to ensure identify and optimally manage interdependencies between works, including identifying areas of overlap and an accountable lead has been begun.

Establishing processes for adequately capturing business as usual interfaces with project delivery.

A review of the approach to project delivery (Strategic Maintenance Programme & Capital Programme) in the context of efficiency and the Construction (Design and Management) Regulations 2015 changes is also underway.

Contractor induction arrangements have been improved.

Internal communications arrangements are being improved.

A significant programme of project officer training will shortly be getting underway within UCL Estates.

Contractor monitoring and supervision arrangements are also being overhauled.

- 31.3 Principal deadlines are set out in the action plan developed following the Mace review. Regular milestones are in place and the actions are due to be completed by November 2015.

32 DANGEROUS OCCURRENCE - SLADE SCHOOL OF ART [HSC Min 17, 24.03.15]

Received:

- 32.1 An update on the incident that occurred at the Slade School of Art on 26th February 2015 from the Deputy Head of Safety at HSC 4-12 (14-15).
- 32.2 The Deputy Head of Safety reported that recommendations and response had been agreed at a meeting with the Head of the School and with the departmental safety officer. It was reported that the Head of the School was willing to attend the next meeting of the committee to report on progress.

33 MATTERS RAISED BY THE TRADE UNIONS

33A Agile Working at Bidborough House

Received:

- 33A.1 Verbal reports from a representative from the trade unions, the Head of Safety and the Head of Occupational Health Services following a meeting attended by the aforementioned parties.

33A.2 The trade unions were concerned over the potential for increased risk of health problems arising from agile working, where staff do not repeatedly use the same desk with individualised DSE settings.

- 35.7 The Deputy Head of Safety agreed to amend the wording of point 6, 'risk associated with exposure to LAA', once the Head of Occupational Health Services had provided her with

- Ionising Radiations Safety Management Committee
- Genetic Modification Safety Committee
- Departmental Safety Committees

38 ANY OTHER BUSINESS

39 DATES OF NEXT MEETINGS

To note:

- 39.1 Tuesday 13 October 2015
Tuesday 26 January 2016
Wednesday 27 April 2016
Tuesday 19 July 2016

All at 2.00 pm

JON BLACKMAN

Safety Services

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30 July 2015