

# HEALTH AND SAFETY COMMITTEE

19 July 2016

## MINUTES

*PRESENT:*

Ms Lesley Alterman  
Ms Sue Chick  
Mr Max Hill  
Mr Duncan Kennedy  
Ms Tamsin Piper

Mr Rex Knight (*Convenor*)  
Ms Theo Bryer  
Dr Alun Coker  
Mr Brian Kavanagh  
Mr Doug King  
Mrs Elizabeth Sutton-Klein

Dr Paul Cassell  
Ms Jillian Deans  
Mr Peter Kelly  
Mr David Ladd

*In attendance*

**Matters for discussion**

**35 TRANSPORT OF DANGEROUS GOODS ANNUAL REPORT**

*PAPER 4-17*

**Received** – a report on the above.

- 35.1 The annual report and a summary of responses to a survey issued to staff trained on the Carriage of Diagnostic and Infectious Substances by Air course were outlined.
- 35.2 With the departure of the UCL's Dangerous Goods Safety Adviser (DGSA) in June 2016, the university needed to make alternative arrangements to ensure that there was access to competent advice on this subject. In the interim, it was proposed to retain the services of an external consultant to advise on an 'as needed' basis. In the longer term, the safety adviser who would be recruited to replace the previous DGSA adviser will take on this role (subject to the completion and passing of the relevant accredited courses).

**Approved** – the above proposal.

**36 SAFE-TO-CLEAN PROCESS**

*PAPER 4-18*

**Received** – a report on proposals for changes to the safe-to-clean process for laboratories and workshops.

- 36.1 The proposals would be progressed over the summer, with the stakeholder group consulted as required (for example in the development of signage), with the aim of trialling the new procedures before the end of the year. The procedures were to be implemented on the Bloomsbury campus in the first instance for a three month trial period.

**Approved** – the proposals and recommendations for implementation of the changes.

**37 REGULATION OF WORKPLACE TEMPERATURE**

*PAPER 4-19*

**Received** – a report on the above.

- 37.1 Concerns were raised about reports of temperatures exceeding 30°C in the workplace causing staff to feel unwell and risking injury in making adjustments to their working environment. Specific buildings were identified as having been particularly susceptible to extremes of temperature for some time. It was noted that the response time for fixing problems with air-conditioning can be slow.
- 37.2 It was agreed that the following would be brought to the next meeting:

The heating, cooling and ventilation policy that was approved by the Estates Management Committee on 29 June 2016

**41 ANY OTHER BUSINESS**

**42 DATE OF NEXT MEETING**

42.1 The meetings of the HSC for 2016-17 will all take place at 2.00 pm.

**18 October 2016**

**24 January 2017**

**11 April 2017**

**18 July 2017**

JON BLACKMAN  
Secretary to HSC  
Tel: +44(0) 020 3108 8591  
E-mail: [jonathan.blackman@ucl.ac.uk](mailto:jonathan.blackman@ucl.ac.uk)  
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