

Health and Safety Committee

Covid-19 Meeting

24 September 2021, 11.00am

Minutes

Present Members:

Ms Fiona Ryland, (Convenor)

Ms Victoria Adrienne

Dr Matthew Blain, Chief People Officer

Ms Sandra Bond

Dr Theo Bryer

Mrs Sonia Buckingham

Mr Colin Byelong

Dr Alun Coker

Ms Yasmeen Daoud

Dr Rachel Hadi-Talab

Ms Denise Long

Dr Matt Lougher

Mrs Hayley Ramsay, Deputy Head of Safety

Mrs Eira Rawlings

Dr Rob Wilson

Attendees:

Dr Bill Andrews

Mr Michael Jorge

Mr Richard Lukos

Mr Stephen Moore

Mr Mike Sheppard

Ms Karen Smith

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Apologies:

Miss Hayley Boakes

Mr Keith Harvey

Mr Max Hill, Director of Workplace Health

Mr Paul Stirk, Director of Safety Services

Ms Joanne Tapper

Mr Osman Teklies

Part I: Preliminary Business

108 Minutes

108.1

Estates Division were not able to provide details of the extent of coverage as they were surveying and installing as they completed each phase of installation. Phase 1, covering the Institute of Education would be completed by 11 November and phase 2, covering 11 more buildings was estimated to be completed at about the same time, subject to confirmation.

- 109.6 Regarding minute 105.1: Provide a description of the alarm/notification system for ventilation failures for circulation to Committee members and review the protocols for communicating failures to departments occupying affected buildings; a response had been provided detailing the various ways works could be notified to Estates. The Trade Unions requested more information on service standards and timescales, and this would be discussed with Estates.

Part II: Strategic Items for Discussion

110 Containment Level 3 Laboratory Inspections (Paper 13-68)

- 110.1 Mr Richard Lukos presented a paper proposing a standard methodology for routine inspections of Containment Level 3 (CL3) laboratories by departments, in order to comply with the Health and Safety Executive's action arising from their inspection of the CL3 laboratories across UCL.
- 110.2 The Committee approved the inspection template for use by departments for inspections of CL3 laboratories and the proposal that inspections be carried out monthly for all CL3 laboratories.

111 Standard: risk assessments for work with biological agents and plants (Paper 13-69)

- 111.1 Mr Stephen Moore presented a standard for setting out a framework for the preparation and approval of risk assessments for work with biological agents and plants.
- 111.2 The Committee approved the standard.

112 Containment Level 3 Standard for Emergency Response (Paper 13-70)

- 112.1 Mr Stephen Moore presented a standard proposing a framework to improve the management of activities, maintenance and emergency procedures in UCL's CL3 facilities.

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112.2 The standard was approved by the Committee.

113 Items for discussion from the Trade Unions (Paper 13-71)

113.1 The Trade Unions stated that moves to mandate presenteeism with a blanket 40% attendance requirement were unwelcome, unwarranted and counterproductive, and they had reservations that some managers would insist on staff attending the workplace two days a week. The Chief People Officer emphasised that the attendance requirement was a pilot measure subject to changes in government policy and was due to be reviewed in the spring term. Any instances of management inflexibility as to how the 40% requirement was followed should be referred to the Head of Department or the Trade Unions.

113.2 The Trade Unions requested that signage be provided for rooms showing the current maximum occupancy, along with guidance on how the room is best ventilated and guidance on use of fan-cool ventilation. It was also felt that more communication and guidance was required for teaching staff as to their responsibilities when using rooms. The Convenor responded that general guidance on the use of rooms would be issued and the question of displaying room occupancy would be investigated further.

113.3 The Trade Unions asked that a room level audit of ventilation be conducted to ensure that ventilation rates in all rooms are maintained at 12-17 litres per second per person and requested the development of a suitable and sufficient system to alert staff of ventilation failures.

113.4 It was agreed that a flow chart of the response to ventilation failures would be provided to the Trade Unions and a programme of inspection of the ventilation rates in all rooms would be undertaken.

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who were unwilling to continue face-to-face teaching in classes where students refused to wear masks; and that the use of visors be risk assessed.

113.7 The Chief People Officer stated that the appropriate information on face-coverings had been sent to staff for some weeks but there was no specific guidance for those teaching students who did not wear masks. New guidance including the safety measures to observe and the message that visors were not acceptable face coverings would be issued in early October.

114 Update on HSE inspection enforcement actions (Paper 1