

Apologies:

Dr Matthew Blain

Mr Kelvin Gwilliam

Dr Rachel Hadi-Talab

Mrs Hayley Ramsay

Part I: Preliminary Business

1. Minutes

- 1.1. The Health and Safety Committee (HSC) approved the minutes of the meeting held on 23 July 2019.

2. Constitution and 2019-20 Membership; Terms of Reference (Paper 1-01)

- 2.1 Approved.

3. Matters Arising (Paper 1-02)

- 3.1. Arising from minute 40A, Report on Eating Spaces
- 3.2. The Convenor would meet with the Estates Space Analysis and Strategy team to give a full briefing on what was required of the updated eating spaces report, to include the planned changes to the catering strategy. The Students' Union would also be involved.
- 3.3. Arising from minute 29, Overcrowding in Teaching Spaces
- 3.4. It would be investigated whether staff could flag up timetabling issues such as overcrowded teaching rooms on the room booking tool CMISGo.
- 3.5. Communications and Marketing (CAM) would ensure that lecturers are made aware that they are responsible for the safety of students during their lectures and seminars.

24 October 2019

UCL. The timing of the campaigns was designed to avoid any overlap with other Estates communication strategies such as Sustainability's.

4.2. Approved.

24 October 2019

9. **Legislation and Enforcement Agencies Update (Paper 1-08)**

9.1 Mr Paul Stirk introduced the paper, an update on any changes to health and safety legislation and activities of enforcement agencies for the last quarter.

10. **Transport Of Dangerous Goods Annual Report (Paper 1-09)**

10.1 Mr Andy Minnis introduced the paper, summarising activities in 2018/19.

11. **Permits to Work (Paper 1-12)**

11.1 Dr Alun Coker introduced the paper, discussing two near-miss incidents recorded on riskNET in July and August where unexpected shutdown of a Building Management System (BMS) and Air Handling Units (AHUs) in the

24 October 2019

14. Annual Report To Council (Paper 1-11)

- 14.1. HSC approved the report.
- 14.2 Agreed: the measures taken to address overcrowding in teaching spaces during the year would be included in the report.
- 14.3 Agreed: a summary of the management and self-referral statistics from Workplace Health would be provided to the Head of Safety for inclusion in the report.
- 14.4 Agreed: in response to a concern that Safety Services and Workplace Health may be under-staffed, organisations with a similar set-up and size to UCL in the Higher Education sector would be identified and a benchmarking exercise would be undertaken on staffing levels in safety services and workplace health teams.

The meeting finished at 3.30pm

Jon Blackman

November 2019