

## Health and Safety Committee

Covid-19 Meeting

28 July 2020, 2.00pm

### Minutes

#### **Present Members:**

Ms Fiona Ryland, Chief Operating Officer (Convenor)

Miss Hayley Boakes

Ms Sandra Bond

Ms Theo Bryer

Dr Rebecca Caygill

Dr Alun Coker

Miss Yasmeen Daoud

Dr Rachel Hadi-Talab

Mr Keith Harvey

Mr Max Hill, Director of Workplace Health

Mr Brian Kavanagh

Mr David Ladd

Dr Matt Lougher

Ms Carol Paige

Mrs Eira Rawlings

Mr Paul Stirk, Head of Safety

#### **Attendees:**

Miss Evelyn Eguridu

Ms Shirley Fantie

Dr Tony Hooper

Mr Richard Jackson

Mr Richard Lukos

Mr Duncan Palmer

Mrs Roberta Perelli

28 July 2020

Prof Irene Petersen

Ms Karen Smith

**Apologies:**

Dr Matthew Blain, Executive Director of Human Resources

Mrs Sonia Buckingham

Ms Francesca Fryer, Director of Estates Operations

Ms Tansy Jones

Mrs Hayley Ramsay, Deputy Head of Safety

**Part I: Preliminary Business**

**75 Membership**

75.1 Mr Duncan Palmer had joined replacing Ms Francesca Fryer in the interim before the appointment of a new Director of Estates Operations.

**76 Minutes**

76.1 The Health and Safety Committee (HSC) approved the minutes of the meeting held on 14 July 2020.

**77 Matters Arising (Paper 10-30)**

77.1 Arising from minute 24.6, bring the plan of action for the joint union and management working group on stress for approval to the HSC meeting.

77.2 A team of HR Business Partners were facilitating focus group sessions, to be held in August and early Septem

28 July 2020

- 77.7 Arising from minute 68.4, revise the guidance on the use of PPE equipment across UCL and establish a small working group.
- 77.8 The working group had been established and draft guidance would be presented at the next meeting.
- 77.9 Arising from minute 72.2, share the updated guidance on the wearing of face masks with the Committee. The guidance had been shared with the Trade Unions and comments would be sent to the Director of Workplace Health.
- 77.11 Arising from minute 72.4, consult UCL experts about whether screens should be installed in all reception areas and how this interrelates with the wearing of face masks in indoor areas.
- 77.12 Further information on what had been agreed was awaited from Estates and the convenor would continue to consult with UCL experts on the matter.

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

### **78 Covid 19: UCL status update**

- 78.1 The Convenor noted that any UCL staff who will need to quarantine because they are in / have been to Spain recently will be paid. New guidance will be issued on how UCL will treat changing Government advice on travel shortly.

### **79 Home working risk assessment (Paper 10-31)**

- 79.1 Dr Tony Hooper presented a paper proposing a general risk assessment for homeworking which could be personalised with a homeworker's checklist. Guidance was provided for line manager and employee to cooperate in setting an appropriate homeworking framework.
- 79.2 The Committee approved the risk assessment, checklist and guidance pending the incorporation of feedback including the trade unions' written response, which highlighted child care and supporting remote teaching in particular.
- 79.3 It was requested that the author investigate how other organisations who have more established home working models have addressed the situation. It was felt that a hybrid model of home working was required that addressed what the future of home working might be, with increased flexibility, awareness of work/life balance and childcare and the changing use of office space.



