



## Work Health and Safety Committee

22 January 2024, 2.05 pm

### Minutes

#### Present Members

Aimie Chapple (Convenor); Kate Boldry; Dr Theo Bryer; Dr Joanna Carrington; Sandra Bond; Dr Alun Coker; Ian Dancy; Prof Fiona Ducotterd; Joanne English; Simon Galloway; Megan Gerrie; Dr Ralph Hick; Max Hill; Ahmad Ismail; Damian Johnson; David Ladd; Portia Lamb; Denise Long; Mary McHarg; Dr Giulia Massaro; Deb Nichols; Prof Ivan Parkin; Danny Patel; Eira Rawlings; Dr Kerstin Sander; Joanne Tapper; Dr Rob Wilson.

#### Apologies:

Sonia Buckingham  
Adrien Cooper  
Donna Dalrymple  
Keith Harvey  
Tansy Jones  
Prof John Kelsey

#### In attendance:

Emma Shirbon.

### Part I: Preliminary Business

#### 15. Minutes (Paper 2-16)

15.1. Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 13 October 2023.

#### 16. Matters Arising (Paper 2-17)

16.1. Arising from 6.2: Address the matter of furniture in the JBS Haldane Student Hub being in need of repair or replacement. The Chair, Work Operational Health and Safety Sub-committee reported that funding had been obtained to update the furniture.

- 16.2. Arising from minute 6.3: Review the audit of rest and eating facilities in the Bloomsbury campus that was undertaken before the pandemic and meet with the Trade Unions to discuss. The Chair, Work Operational Health and Safety Sub-committee had been unable to complete the review but work was underway. The Convenor requested that a detailed update be brought to the next meeting.
- 16.3. Arising from minute 6.4: Check for any unresolved issues regarding rest and eating facilities at the Institute of Education and include them in the Estates priority process. The Chair, Work Operational Health and Safety Sub-Committee reported that work was part of a broader space audit and agreed to update the Convenor on progress before the next meeting and hoped to bring details of the completion of the action to the next meeting.
- 16.4. Arising from minute 8.2: Arrange a meeting with the Trade Unions to discuss Bidvest Noonan risk assessments and equalities impact assessments. The Chair, Work Operational Health and Safety Sub-Committee reported that Bidvest Noonan had been reminded and were expected to contact the Trade Unions shortly. *[Post-meeting note: The HR Transformation Director from Bidvest Noonan contacted the Trade Unions on 24 January].*
- 16.5. Arising from minute 8.4: Bring guidance on online intimidation and harassment from external sources including social media to the next meeting. The guidance would be brought to a future meeting.

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

### **17. Water Hygiene Management Plan (Paper 2-18)**

- 17.1. Emma Shirbon presented a Water Hygiene Management Plan which would replace the existing water hygiene documents and procedures and provide instruction, guidance and information for UCL staff and contractors. The plan had been developed with the Authorising Engineer (Water) and received peer review from the Infrastructure Safety Sub-Committee as well as Estates staff.
- 17.2. It was agreed that the plan would be updated to include the responsibilities of the Head of Department to check all installed systems for legionella compliance; clarity on where Estates responsibilities finished and those of departments started. It would be checked whether the monitoring of waste streams from BSU units was compliant with the new regulations. Following further engagement with Committee members and Heads of Department the plan would be circulated for approval by WHSC before the next meeting.
- 17.3. The Convenor commented that the responsibilities of Heads of Department regarding legionella compliance should be tied in with the

on this; she suggested that the Chair, Work Operational Health and Safety Sub-Committee investigate this further.

**18. Health and Safety Objectives**

18.1 The Director of Health and Safety reported that the objectives were yet to be set. An update was given on progress on incident reporting KPIs and T100.

**19. UMC Health and Safety report (Paper 2-19)**

19.1. The Head of Safety Governance and Risk and the Director of Workplace Health presented the health and safety monthly data and activities report for November 2023.

19.2. It was agreed that the Trade Unions would meet with the Director of Health and Safety and the Head of Safety Governance and Risk to review incidents before future WHSC meetings.

19.3. The Trade Unions commented that tackling the causes of staff absence due to stress and depression could be improved and areas such as the provision of workload modelling and rest areas for staff were taking too long. The Convenor responded that such issues were being discussed by the University Mental Health Charter Working Group

hazards; impact of the masterplan and asbestos removal. The Trade Unions asked if sections of the building should have been closed and the issues described been anticipated.

- 20.3. The Chair, Work Operational Health and Safety Sub-Committee reported that he had arranged a meeting between the Trade Unions and Estates Division to



the Chief People Officer) to pursue how to ensure staff changing roles within UCL have only the correct access for their new job.

23.4. WHSC noted the report.