



HEALTH AND SAFETY COMMITTEE

16 July 2013

MINUTES

PRESENT:

Ms Lesley Alterman
Mr Mike Cresswell
Dr Frederique Guesdon
Mr Doug King

Mr Rex Knight (Convenor)
Miss Candice Ashmore-Harris
Ms Jillian Deans
Mr Peter Kelly
Mr David Ladd

Ms Linsey Chrisman
Ms Angela Graneeek
[REDACTED]
Mr Richard Marguerie

In attendance:

Professor Paul Fish for Minute 35; Mr Keith Todd for Minute 39; Mrs Rhona Brown for Minute 35; Mr Steve Tidmarsh for Minute 36.

Apologies for absence were received from Mrs Sonia Buckingham, Ms Sue Chick, Ms Natasha Gorodnitski, Mr Andrew Grainger, Mr Matthew Grigson, Mr Paul Stirk, Mrs Sonia Theodoric, Mr Ian Watts, Mr Nigel Waugh

<p>Key to abbreviations: HSC Health and Safety Committee</p>
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<p>Preliminary Business</p>

32 MEMBERSHIP

Noted:

32.1 [REDACTED] had joined the HSC as a Safety Representative for the trade union Unison and Ms Linsey Chrisman and Mrs Sonia Theodoric have joined as Observers for the same trade union.

33 MINUTES OF THE MEETING OF 30 APRIL 2013

Confirmed:

33.1 The Minutes of the meeting of HSC held on 30 April 2013 [HSC Mins 22- 31.1, 30.04.13].

34 MATTERS ARISING FROM THE MINUTES

<p>Business for Discussion</p>

35 DANGEROUS OCCURRENCES AT SCHOOL OF PHARMACY

Noted:

- 35.1 An oral report from Professor Paul Fish, School of Pharmacy, on two dangerous occurrences.

Discussion:

- 35.2 The events, actions taken and response were described. The School is undertaking an internal review of procedures for removal of waste. It was recommended that a managed leaving policy be introduced; this would ensure that staff/students leaving a laboratory identify whether hazardous material (chemical, biological or radiological) can be disposed of or should be retained, and record if responsibility for the material is transferred to another individual.

ACTION: Jillian Deans

36 QUARTERLY PERFORMANCE REPORT

Noted:

- 36.1 A report at HSC 4-14 (12-13) introduced by a Safety Adviser.

37 REPORT ON PERFORMANCE AGAINST UCL'S MANAGING STRESS AT WORK POLICY

Noted:

- 37.1 A report from the Head of Occupational Health Services at HSC 4-15 (12-13).

Reported:

- 37.2 The findings are based on the action plans produced by each Faculty or Division following the 2011 UCL staff survey, sickness absence report, Employee Assistance Programme Report and Physiotherapy outcome report.

Discussion:

- 37.3 A Unison representative asked if it would be appropriate for health and safety questions to be added to the next staff survey. The Head of Occupational Health Services encouraged feedback into the next survey preparation. This would influence the subject of questions if felt to be relevant.

- 37.4 A Unison representative asked how the implementation of the staff survey was monitored. The Head of Occupational Health Services replied that the Human Resources Policy Committee received reports on progress against Faculty Action Plans from Faculties and Divisions on a six monthly basis.

38 LABORATORY ANIMAL ALLERGENS: UPDATE ON ACTION PLAN

Noted:

- 38.1 A verbal report from the Deputy Head of Safety/Biological Safety Adviser.

All at 2.00 pm. Venues to be confirmed.

JON BLACKMAN

Safety Services

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19 July 2013