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## HEALTH AND SAFETY COMMITTEE

29 January 2013

### MINUTES

*PRESENT:*

Ms Lesley Alterman	Mr Rex Knight ( <i>Convenor</i> )	Mrs Sonia Buckingham
Ms Sue Chick	Miss Candice Ashmore-Harris	Mr Andrew Grainger
Ms Angela Graneek	Ms Jillian Deans	Dr Frederique Guesdon
Mr David Ladd	Mr Matthew Grigson	Mr Paul Stirk
Mr Ian Watts	Mr Richard Marguerie	
	Mr Nigel Waugh	

*In attendance:*

Mr Jon Blackman (Secretary); Mr Simon Cooke for item 3; Mrs Kuen Yip-Porter for item 4; Mr Steve Tidmarsh for item 6.

- 15.1 A report at HSC 2-6 (12-13).

***Discussion:***

- 15.2 It was agreed that in future the league table of incidents reported by Faculty / Division would include the ratio of accidents per number of staff.

***ACTION: Mr Steve Tidmarsh***

**16 HEALTH AND SAFETY TRAINING AND THE USE OF THE VIRTUAL LEARNING ENVIRONMENT**

***Approved:***

- 16.1 A paper at HSC 2-7 (12-13).

**17 RECORDING OF PERSONS WITH NOMINATED SAFETY RESPONSIBILITIES**

***Approved:***

- 17.1 A paper at HSC 2-8 (12-13) introduced by the Head of Safety.

**18 CONTROL OF LABORATORY ANIMAL ALLERGENS: DEVELOPING A COHESIVE UCL STRATEGY**

***Noted:***

- 18.1 A paper at HSC 2-9 (12-13) introduced by the Deputy Head of Safety.

***Discussion:***

- 18.2 In addition to an oral summary of the report, it was noted that BSU staff did not have the authority to prevent academic staff who are not wearing PPE from entering the facilities. This will be addressed in the revised UCL Standard, to be produced by the Deputy Head of Safety.

- 18.3 The Convenor added that the report would be discussed at the Senior Management Team meeting on 30 January.

## **20 ANY OTHER BUSINESS**

### **20A.1 Safety Communications Working Group**

***Discussion:***

20A.2 The Head of Safety raised the matter of communication of safety information and suggested this could be improved by means of a working group, which he will chair. He asked for any volunteers to contact him. A representative of UCU volunteered and the representative of the School of Laws, Arts and Social Sciences offered to represent faculty managers. The Convenor recommended inviting the Internal Communications Manager to join.

***ACTION: Mr Paul Stirk, Ms Sue Chick, Mr Matthew Grigson***

### **20B.1 Health and Safety in departments following major restructuring**

***Discussion:***

20B.2 As a result of concern raised by a representative from UCU at the level of health and safety awareness in some departments that have experienced major restructuring, the Convenor of HSC agreed to consider where change management could be addressed in existing health and safety policies.

***ACTION: Mr Paul Stirk***

### **20C.1 Health and Safety and appraisals**

***Discussion:***

20C.2 A representative from an academic department was concerned that a staff member who had been the subject of a formal complaint in a health and safety matter had not had this taken into account during their appraisal and had been promoted. The Director of Human Resources commented that disciplinary action would be dependent on the outcome of any investigatory process instigated in response to the complaint and such processes were the responsibility of local managers. If Health and Safety representatives were concerned that the complaint had not been investigated appropriately, the Director of Human Resources asked that the details be forwarded to him as well as the Head of Safety for review.

***Noted:***

20C.3 The Convenor reminded the Committee that Any Other Business was reserved for the reporting of urgent matters that members had recently become aware of and that could not be resolved locally - and not for issues that could be submitted for inclusion in the

JON BLACKMAN

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5 February 2013