

HEALTH AND SAFETY COMMITTEE

30 January 2019

MINUTES

PRESENT:

Ms Theo Bryer	Ms Fiona Ryland (Convenor)	Ms Katie Canada-Chwieroth
Dr Alun Coker	Mrs Sonia Buckingham	Dr Rachel Hadi-Talab
Mr Max Hill	Ms Francesca Fryer	Mrs Hayley Ramsay
Mrs Eira Rawlings	Mr David Ladd	Mrs Elizabeth Sutton-Klein
Ms Kate Thornton	Mr Paul Stirk	
	Mr Peter Warwick	

In attendance: Mr Martin Combs

Apologies for absence were received from: Miss Rothna Akhtar; Mr Colin Byelong; Dr Paul Cassell; Mr Keith Harvey; Mr Dominick Kelly, Mr Mahmud Rahman.

Key to abbreviations

AED	Automatic External Defibrillators	CAM	Communications & Marketing
DSE	Display Screen Equipment	HSC	Health and Safety Committee
ISD	Information Services Division	SMT	Senior Management Team

Preliminary business

15 MEMBERSHIP

- 15.1 Ms Fiona Ryland had become the new Convenor; Mr Peter Warwick had joined as (Interim) Human Resources Director; Mr Keith Harvey had joined as an appointed member, replacing Mr Peter Warwick.

- 18.2 The HSC was pleased with the move to film-based training for UCL's online fire safety courses.
- 19 RESPONSIBLE RISK MANAGEMENT FOR PRINCIPAL INVESTIGATORS
[PAPER 2-12 (18-19)]
HSC Minute 32, 24/07/2018
- 19.1 Received – the above paper.
- 19.2 Regarding the question of whether there should be an obligation for principal investigators to complete the Responsible Risk Management for Principal Investigators (RRM) e-learning module training, this would be included in a review of mandatory training. ACTION: Fiona Ryland
- 20 MANAGEMENT OF CONTROLLED MATERIALS
[PAPER 2-13 (18-19)]
HSC Minute 19, 23/01/2018
- 20.1 Received – the above paper.
- 20.2 Approved - The Committee supported the proposed changes to the guidance for management of controlled materials.
- 20.3 It was agreed that links would be provided in the guidance to the legislation for the schedules of controlled materials. ACTION: Hayley Ramsay
- 21 CHANGE TO UCL STANDARD: DISPLAY SCREEN EQUIPMENT
[PAPER 2-14 (18-19)]
- 21.1 Received - the above paper.
- 21.2 Approved - the Committee agreed the proposed changes to the standard.
- 22 DEPARTMENTAL HAZARD STATUS CHECKLIST
- 22.1 Received – a verbal report.
- 22.2 As part of the new objectives for the 2018/2019 academic year contained in the UCL Health and Safety Policy, all departments are required to complete a Departmental Hazard Status Checklist. This will enable UCL Safety Services to assign the department's correct status for the purposes of the Target 100 programme, ie 'high hazard' or 'low hazard.'
- 22.3 It was agreed that a specific reminder would be sent to Departmental Safety Officers to try to improve the submission rate of completed checklists. ACTION: Hayley Ramsay
- 23 QUARTERLY PERFORMANCE REPORT
[PAPER 2-15 (18-19)]
- 23.1 Received – the above report.

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