

HEALTH AND SAFETY COMMITTEE

7 May 2019

MINUTES

PRESENT:

Ms Theo Bryer	Ms Fiona Ryland (<i>Convenor</i>)	Dr Alun Coker
Ms Francesca Fryer	Ms Katie Canada-Chwieroth	Mr Keith Harvey
Mr Max Hill	Dr Rachel Hadi-Talab	Mr Dominick Kelly
Mr David Ladd	Mr Brian Kavanagh	Mr Mahmud Rahman
Mrs Hayley Ramsay	Dr Matt Lougher	Mr Paul Stirk
Mrs Elizabeth Sutton-Klein	Mrs Eira Rawlings	
	Mr Peter Warwick	

In attendance: Ms Shirley Fantie; Mr Richard Jackson; Ms Sian Minett; Mr Andy Minnis; Ms Louise Raynham.

Apologies for absence were received from: Miss Rothna Akhtar; Mrs Sonia Buckingham; Mr Kelvin Gwilliam.

Key to abbreviations

AED	Automatic External Defibrillators	CAM	Communications & Marketing
DSE	Display Screen Equipment	HSC	Health and Safety Committee
PSLT	Professional Services Leadership Team	PHE	Public Health England
SMT	Senior Management Team		

28 MATTERS ARISING FROM THE MINUTES

- 31.3 Area Facilities Management teams are to be asked to mention the AEDs at building users group meetings and Safety Services are to be asked to include information about the installation of the AEDs in the SafetyMatters newsletter.
- 31.3 Safety Services had been asked to look into providing first aiders with details of the locations of AEDs.
- 31.4 AED locations had been added to campus maps and the UCL student app UCLGO, and a web site had been introduced with AEDs locations given on a Google Maps with operating instructions and details of an online training session. The address is <https://www.ucl.ac.uk/estates/safety-ucl/defibrillators>

32 EATING SPACES

[PAPER 3-17 (18-19)]

*Ms Louise Raynham (Facilities Manager, Central Campus) was in attendance for this item.
HSC Minute 4, 26/10/2017*

- 32.1 **Received** – the above paper.
- 32.2 It was reported that provision of eating and rest spaces was adequate for staff but could be seen as inadequate for students, particularly with regard to access to facilities close to where they are studying, access to a means of heating up their own food and to hot water. Reservations were expressed by members about the adequacy of staff provision, with examples of people resorting to working in rest facilities due to agile workspaces being unavailable. The benefit of dedicated staff rooms was emphasised.
- 32.3 Concerns were raised about the lack of provision of eating and rest facilities in the Institute of Education.2(1)1.7(7)-10.t was

