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| HSC Health and Safety Committee |
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| SoP School of Pharamcy |
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| Preliminary Business |
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1 CONSTITUTION AND 2013-14 MEMBERSHIP; TERMS OF REFERENCE

Noted:

1.1 The constitution and 2013– 2014 membership and terms of reference of the Committee at HSC 1-1 (13-14).

1.2 Mrs Sonia Theodoric had withdrawn as Observer for the trade union Unison.

2 MINUTES OF THE MEETING OF 16 JULY 2013

Confirmed:

2.1 The Minutes of the meeting of HSC held on 16 July 2013 [HSC Mins 32- 42.1, 16.07.13].

3 MATTERS ARISING FROM THE MINUTES

Business for Discussion

4 FIRE IN CHEMISTRY BUILDING

Noted:

- 4.1 A verbal report from Professor Ivan Parkin and Professor Alethea Tabor on the above incident which occurred on 17 July 2013 (mentioned at item 3 in HSC 1-2).

Discussion:

- 4.2 The events, actions taken and response were described. The department is ensuring that staff are trained in the use of fire extinguishers and is recommending the adoption of a specific disposal method in UCL for the chemical involved in the fire. The final investigation report and recommendations will be brought to the next committee meeting.
ACTION: Paul Stirk

5 QUARTERLY PERFORMANCE REPORT

Noted:

- 5.1 A report at HSC 1-2 (13-14).

Other Business for Approval or Information

6 UCL HEALTH AND SAFETY POLICY

Discussion:

- 6.1 In response to a request from a Unite representative, it was agreed that the KPMG Health and Safety audit report dated June 2013 would be made available to the Committee.
ACTION: Paul Stirk

- 6.2 It was agreed that the flow chart in the policy be amended to show reporting accountability back up the line management chain.
ACTION: Paul Stirk

Approved:

- 6.3 Subject to the amendment above, a revised policy at HSC 1-3 (13-14), for forwarding to the next scheduled meeting of Council, on 27 November, for formal approval.

7 ANNUAL REPORT TO COUNCIL

Discussion:

- 7.1 In response to a request from a Unite representative, it was agreed that future formal Notices issued by London Fire Brigade would be made available to the Committee.
ACTION: Paul Stirk

