HEALTH AND SAFETY COMMITTEE

16 October 2012

M I N U T E S

PRESENT:
Mr Rex Knight (Convenor)

Ms Lesley Alterman	Miss Candice Ashmore-Harris	Ms Cathy Brown
Mrs Sonia Buckingham	Ms Sue Chick	Ms Jillian Deans
Mr Andrew Grainger	Ms Angela Graneek	Dr Frederique Guesdon
Mr Peter Kelly	Mr Doug King	Mr David Ladd
Mr Paul Stirk	Mr Nigel Waugh	

In attendance: Mr Jon Everard *vice* Mr Nigel Waugh, Dr Sam Phillips and Mr Steve Tidmarsh for item 6
Apologies received from: Ms Jenny Head, Mr Richard Marguerie

Key to abbreviations

EAP   Employee Assistance Programme
HSC   Health and Safety Committee
OHS   Occupational Health Service

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1   **CONSTITUTION AND 2012-13 MEMBERSHIP; TERMS OF REFERENCE**

Noted*:*

1.1   The constitution and 2012– 2013 membership and terms of reference of the Committee at <u>APPENDIX HSC 1/01 (12-13)</u>.

2   **MINUTES**

Confirmed:

2.1   The Minutes of the meeting of HSC held on 16 July 2012 *[HSC minutes 38-49, 200   Q   q*

MATTERS ARISING FROM THE MINUTES

4   **UCL HEALTH AND SAFETY POLICY**

Approved:

4.1   A revised policy at <u>APPENDIX HSC 1/02 (12-13)</u>, for forwarding to the next scheduled meeting of Council, on 28 November, for formal approval. The key changes to the statement are at section 4 (amendments to the Health and Safety Objectives) and section 5 (addition of the Major Incident Team to the structure diagram).

5   **ANNUAL REPORT TO COUNCIL**

Approved:

5.1   The Health and Safety Committee annual report at <u>APPENDIX HSC 1/03 (12-13)</u>, for forwarding to the next scheduled meeting of Council, on 28 November, for formal approval.

6   **MONITORING**

6A   **Quarterly Performance Report**

[Mr Steve Tidmarsh, UCL Safety Adviser, and Dr Sam Phillips, UCL Occupational Health Physician, were in attendance for this item]

*Discussion***:**

6A.1   The Quarterly Performance Report at <u>APPENDIX HSC 1/04 (12-13)</u> including at <u>Annex 1</u> a summary report on the fire in the Wilkins Building.

changes to guidance sections and a division in the section entitled Managing the risks. Bullet points 1 & 2 remain mandatory with bullet points 3-6 becoming guidance only.