

28 October 2021

Attendees:

Mr Dev Agarwal

Mr Si Deeley

Mr Richard Jackson

Mr Stephen Moore

Mr Chris Morgan

Ms Karen Smith

Apologies:

Professor Erik Arstad

Mr Ian Dancy

Ms Denise Long

Part I: Preliminary Business

1 Terms of reference and membership (Paper 1 -01)

- 1.1 The membership was approved by the committee, but the terms of reference were to be reviewed by the Trade Unions for conformity with regulation 9 of the Safety Representatives and Safety Committees Regulations 1977. Feedback on proposed changes would be provided to the Convenor and secretary.

2 Minutes

- 2.1 The Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 24 September 2021 subject to an addition at 113.1 noting that issues with managerial inflexibility regarding how the 40% attendance requirement was observed should be referred to Heads of Department and Trade Unions, and an entry in any other business regarding the 'in-person' ISD termly increment planning event held on 13-14 October.

3 Matters Arising (Paper 1 -02)

- 3.1 Regarding minute 109.4: Arrange for the communications that were issued on asbestos awareness in buildings and the TJ -18/TT1 1 Tf 0 Tc 0 -0.03

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was planned that the items would be included in The Week@UCL for week ending 5 November.

- 3.2 Regarding minute 109.6: Estates Division and Trade Unions to discuss service standards and timescales in the alarm/notification system for ventilation failures; this had yet to take place.
- 3.3 Regarding minute 113.2: Investigate displaying the maximum room occupancy

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- 9.2 The low figures for completion of mandatory training by new staff was queried by departmental representatives. It was reported that HR was working with ISD to investigate and improve the training recording process.
- 9.3 It was agreed that the next report would include a summary of staff incidents and that the inclusion of data for asbestos training would be investigated.

- 10 Items for discussion from the Trade Unions (Paper 1- 07)
- 10.1 The Trade Unions asked that the Committee recommend a change to UCL's policy on face coverings from 'should' wear to 'must', and asked for a short weekly email to all staff and students reminding them of their obligation to take two lateral flow tests a week and to wear a face covering indoors.
- 10.2 The Convenor reported that the UMC had agreed to retain the use of 'should' wear in their recent review of face-coverings guidance, as the wearing couldn't be enforced.
- 10.3 It was agreed that requests for a stand-alone reminder email to staff and students on taking two lateral flow tests and an aide-memoire for Heads of Departments and Professional Services leads on the same subject would be made to Communications and Marketing.
- 10.4 The Trade Unions asked that any scheduled events involving over 35 students be reviewed and held online, and that for practical classes with over 35 students additional risk controls be put in place (at least evidence of a negative lateral flow test taken no more than 24 hours prior to the event).
- 10.5 It was agreed that guidance would be produced on the holding of events

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10.9 The Trade Unions requested that Estates Division share details of ventilation rates in all buildings with the

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The meeting finished at 3.00 pm

Jon Blackman

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