



M I N U T E

PRESENT:
Mr Rex Knight (Convenor)

Ms Cathy Brown	Ms Sue Chick	Mr Mike Cresswell
Dr Tom Crummey	Ms Jillian Deans	Dr Helen Donoghue
Ms Angela Graneek		

Received:

- 15.2 A verbal request for information on the relationship, if any between safetyNET and Occupational Health reporting, especially in relation to undergraduate and postgraduate students.

Discussion:

- 15.3 The Head of Safety confirmed that the safetyNET system can incorporate additional information for specific incidents – reviews and reports are being developed to identify anything out of the ordinary and to flag these to the appropriate people.
- 15.4 The Head of Occupational Health Services added if there is a particular concern, an incident involving a student can be referred to the Occupational Health Department, either by the individual or their manager, where it is a case of an accident occurring while the student is engaged in their academic studies on UCL premises. It was agreed that the guidance for safetyNET would be reviewed to raise awareness of this issue. **[Action: Paul Stirk / Angela Graneek]**

16 SENIOR MANAGEMENT TRAINING

Received:

- 16.1 A proposal for senior management training was presented by the Head of Safety and the Safety Training Manager at APPENDIX HSC 2/08 (10-11).

Discussion:

- 16.2 The Safety Training Manager outlined the proposal for senior management training including a two-year rolling programme of departmental safety briefings with Heads of Department and their senior managers, and the development of a series of safety training modules which will facilitate the appropriate level of training for all managers within the department as determined by their needs.
- 16.3 The proposal was endorsed by the committee.

17 DISPLAY SCREEN EQUIPMENT

Received:

- 17.1 The above report presented by the Deputy Head of Safety at APPENDIX HSC 2/09 (10-11).

Discussion:

- 17.2 UCU asked how hot-desking was accommodated in Display Screen Equipment risk assessments. The Deputy Head of Safety stated that while individual PCs were being looked at in the first instance, hot-desking could be investigated as part of a pilot study.
- 17.3 Unite suggested that shared equipment could display labels reminding users to adjust it. Members of staff will be able to do their own online assessments as required. Safety advisers are to recommend to managers of cluster rooms that DSE information (available

20.1 A verbal update from the Head of Occupational Health Services.

Reported:

- 20.2 The Do's and Don'ts list for Managers was being considered by the Redundancy Committee. STRaW members thought that it should have a broader inclusion in terms of change, rather than restricted to staff restructuring, and that any guidance produced should be part of an evolving policy kept under review by the STRaW group.
- 20.3 The HR Director will update the STRaW committee at the next meeting in May. The sick absence report and options for better reporting was discussed at the last STRaW meeting. The Employee Assistance Programme has been put out to tender with presentations held early in March. The successful tender will be announced in April.

21 ISSUES ARISING FROM RELATED COMMITTEES

Noted:

- 21.1 The Genetic Modification Safety Committee wished the HSC to note that a paper will be prepared for consultation at the June meeting of the HSC outlining proposals for the review of the GMSC structure and function.
- 21.2 No issues have been requested to be tabled from the following committees.
- Ionising Radiations Safety Management Committee
 - Departmental Safety Committees

22 ANY OTHER BUSINESS

- 22.1 The faculty/school representation on the HSC has not been discussed by the Convenor and trade unions representatives and should be discussed before the next meeting.
[Action: Rex Knight/TUs]

23 DATE OF NEXT MEETING

Noted:

- 23.1 The next scheduled meeting of HSC will take place on **Tuesday 7 June 2011** at **2.00 pm** in the **South Wing Council Room**.

JON BLACKMAN
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