

**Work Health and Safety Committee**

17 December 2021, 1.30pm

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**Apologies:**

Mrs Joanne English

Mrs Hayley Ramsay, Head of Safety Governance and Risk

Mr Mike Sheppard, Chair, Infrastructure Safety Sub-Committee

Professor John Ward, Chair, GM and Biological Safety Sub-Committee

**Part I: Preliminary Business**

**24 Minutes**

24.1 The Work Health and Safety Committee (WHSC) approved the minutes of the meeting held on 25 November 2021.

**25 Matters Arising (Paper 3-17)**

25.1 Regarding minute 15.2: consider the Trade Unions' request that regular reminders be issued on asbestos awareness. The Director of Safety Services would arrange for asbestos awareness to be included in the new safety induction. It was also agreed that improving asbestos awareness would be an early objective for the new Assistant Director, Compliance and Performance in Estates Division.

25.2 Regarding minute 19.3: investigate whether an email reminder to complete incident initial assessments could be sent to riskNET users. The Director of Safety Services reported that the reminder would be included in the email notifications to incident coordinators and those who are allocated the initial investigation.

25.3 Regarding minute 20.4: publish the approved proposals on ventilation and working temperatures on the Safety Services website. A news item had been published and included in the My Safety Matters newsletter.

25.4 Regarding minute 21.2: update/reissue the guidance for lecturers to include a reminder about the void period; also arrange for a communication on the void period. The communication had been included as a small item in a wider communication. It was agreed that messages about the importance of void periods would be reconsidered; that the appropriateness of the current communication plan and format would be reviewed with Communications and



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**28 Terms of Reference review (Paper 3-18)**

28.1 The Director of Safety Services presented proposed changes to the Committee terms of reference. The changes were approved subject to the inclusion of 'welfare' in point 1 and the addition of a third UCU Trade Union representative in the nominated membership. The revised terms of reference

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### **Part III: Other Business for Approval or Information**

#### **31 Any other business**

- 31.1 A member brought to the Committee's attention the recent flooding in the basement of the Darwin Building and how recurrent infrastructure issues were affecting the building users' ability to conduct research in a safe and hygienic environment