UNIVERSITY OF CAMBRIDGE
Occupational Health and Safety Service

Minutes
Sub-Committee on Accessibility

Date Wednesday, 21/10/2020
Time 14:00
To Sub-committee on Accessibility
At Remotely
Subject Meeting Minutes
Our Ref SCoA/21/10/20

Minutes

1. Introductions and apologies

a) Present: Martin Vinnell (Chair), John Harding (Secretary), Alison Dunning, Jessica Comber-Chaney, Libby Tilley, Rensa Gaunt, Katherine Stalham, Deb Taylor, Ron Kay, Darran Bryant, Nick Mattin, Gary Reed, Mark Elsdon, Nick Tamkin, Thom Sweet (Minutes)
b) Apologies: Garry Bishop, Kirsty Wayland, Jo McPhee, Hisham Ziauddeen, Will Smith, Miriam Lynn, Chloe Newbold, David Lyness
c) In attendance: David Marshall

2. Minutes of the last meeting (17/07/2020)

No issues were raised

3. Terms of Reference 2020-21

Dr. Vinnell asked the Sub-Committee to agree to the new Terms of Reference. Mr. Harding confirmed there were no substantive changes to the Terms of Reference. Dr. Vinnell stated it may be appropriate for the terms to be re-visited due to the Sub-Committee position within the Committee structure. It was raised that CUSU-GU has changed its name the Cambridge SU.

4. 2020/21 Membership

Dr. Vinnell raised that not all Schools are represented at the Sub-Committee. Arts and Humanities and School of Technology are not represented. Dr. Vinnell stated that these

Safety Office
Greenwich House
Madingley Road
Cambridge CB3 0TX

Tel: +44 (0) 1223 333301
Fax: +44 (0) 1223 330256
Email: safety@admin.cam.ac.uk
www.safety.admin.cam.ac.uk

Schols should be written to and ask them to have a representative on the Sub-Committee.

Mr. Harding asked Mr. Tamkin about a representative for PRAO. Mr. Tamkin stated he would represent PRAO on a term-by-term basis until a new representative can be found.

The Sub-Committee agreed that CUP should be represented.

Mr. Harding asked whether Fire Safety should be represented on the Sub-Committee, Dr. Vinnell agreed that as long as Estates Division are represented they can communicate to other members of their Team.

5. Matters arising not covered elsewhere on the agenda

a. Actions/updates from previous minutes not within agenda items

Dr. Vinnell asked the Sub-Committee that PEEPs is a matter of discussion of this Sub-Committee or whether they are now appropriately dealt with the systems in place.

It was reported to the Sub-Committee there were issues with the MML Department with students not being able to be in the Department Library after 17:00 but without much reference to a PEEP. It was confirmed that there does not feel like there is much joined up thinking and they were not sure they were going to be safe in case evacuation was necessary.

Dr. Vinnell stated that PEEPs should remain on the agenda for the Sub-Committee. We need clarity on where the issue of PEEPS sits. Dr. Vinnell stated he would contact MML to discuss the situation raised about their Department.

Mr. Kay confirmed that communication needs to be improved to Departmental Representatives so they can convey the messages to people within the Department.

Dr. Vinnell felt a new simple and clear communication needed to be sent to Departments to confirm what is required in relation to them and how people should engage with PEEPs.

It was also raised that a student could not attend classes at a certain time as there was no one present to evacuate them. It was also raised that the evacuation chair in MMLL has had a “do not use” sign on it for two years. Dr. Vinnell acknowledged some of the issues surrounding evacuation chairs and asked if any evacuation chairs are used and why are they out of action. Mr. Kay stated there is a schedule of buildings and the type evacuation chair they have. Clarity is needed on the issue of why the evacuation chair cannot be used: either the evacuation chair needs to be repaired or a member of staff needs to be trained in how to use the chair. Dr. Vinnell confirmed that the Sub-Committee for Estates Safety meets soon and an item will be put on the agenda to ask for an update about PEEPs and evacuation chairs and Dr. Vinnell will report back to the Sub-Committee at the next meeting.

Dr. Vinnell stated that a more cohesive approach is required to make teaching spaces across the University Estate that is inclusive to everyone.

Dr. Vinnell stated the Covid module to AccessAble was rejected. Mr. Harding confirmed that it was not clear what information would be included and a representation from AccessAble was requested but not produced. The cost was small but the administrative process involved to feed the information through to AccessAble did not represent value for money and would entail a duplication of information already contained on University pages.

6. Libraries and Accessibility

a. University Library Accessibility Service/Leganto Accessibility Assessment

Two accessibility posts have been interviewed for and are starting on 9th November. There is a Manager and Coordinator position that have been filled. They will be working alongside Mr. Marshall. It is only a one year fixed term contract currently but the candidates are very well suited to the positions. Mr. Marshall updated the Sub-Committee on the accessibility testing that has been undertaken in regards to Leganto: working with two students using screen readers and four students with SpLD. Issues were reported with the structure and navigation are not what they could be and the research will be very useful going forward.

7. Accessibility Policy

a) The Sub-Committee is asked to comment on the third draft SCoA 10/20-03

Dr. Vinnell confirmed that it is hoped to expedite the Policy but with comments from members of the Sub-Committee. Dr. Vinnell gave a brief introduction to the purpose of the Policy and where it sits within the structure of policies and procedures.

Mr. Harding stated he would put the document in Sharepoint to allow for comments to be made by members of the Sub-Committee.

Mr. Harding took the Sub-Committee through the document and some of the changes that have been made since the Policy was last presented to the Sub-Committee.

8. Access to learning and information systems

a) Accessibility and Remote Teaching and Learning

Mr. Harding introduced the Sub-Committee to the plugin for Chrome – Caption.Ed. Mr. Harding explained to the Sub-Committee how Caption.Ed works. Mr. Harding is not proposing this as a solution to captioning in Panopto. Mr. Harding sated that he is exploring the University obtaining an Institutional Licence for Caption.Ed. Mr.

Harding detailed the other systems that have been investigated as alternative possibilities.

Mr. Harding asked if the Sub-Committee would support an approach to obtain an institutional licence. It was reported to the Sub-Committee that the importance of obtaining an institutional licence means that members of staff would have access to the platform and it could be more accurate in allowing members of staff to caption their own videos and improve the accessibility of their teaching.

Dr. Vinnell stated that no student should have to go through multiple processes to access their teaching materials.

It was reported that one of the issues with captioning was the audio that was recorded and that a guide needed to be made to assist lecturers with capturing the best audio.

Anecdotal evidence was provided to the Sub-Committee about the difficulties in recording materials for staff and students and it was agreed a guide would be helpful.

Mr. Harding reported to the Sub-Committee that GBEC are discussing the recording of lectures due to the behavior of some departments/faculties removing lectures. Mr. Harding agreed to report back to the Sub-Committee on the outcomes of the discussion within GBEC.

b) UK Digital Accessibility Regulations

Mr. Harding updated the Sub-Committee on the UK Digital Accessibility Regulations. Mr. Harding stated that it is good that the University has the Accessibility Statement but there is still quite a considerable amount of work to be done to pull the work together. Dr. Vinnell asked what further work is required. It was confirmed that it is unclear where the responsibility lies and there is a lack of clarity of how best to implement the principles of accessibility within materials. Guidance and direction is required as UIS is unable to look into every website and all materials.

Dr. Vinnell stated that the correct Pro-Vice Chancellor needs to take ownership of this and responsibility for it. The Registrary needs to be contacted and ask that this needs to come under the remit of one of the Pro-Vice Chancellors.

9. Access, Egress and the University Estate

a) Design and Standards Brief

Mr. Kay updated the Sub-Committee on the Design and Standards Brief. A meeting was held in July with XXXXXXX to look at the Design and Standards Brief. Mr. Kay had not heard back since July with not much progress having being made. Mr. Reed stated that all points raised at the Sub-Committee had been raised at the meeting with Mr. XXXX.

b) AccessAble – Resurveying, Covid information and verbal update

Mr. Harding updated the Sub-Committee about the resurveying from AccessAble.

Mr. Harding stated the position in regards to Colleges would be an opt-in and there are 10 Colleges currently interested. Mr. Harding hoped that this would bring more Colleges into the process. Mr. Harding felt this was a positive move forwards. It was stated that the funding model for Colleges was slightly confusing and it was recommended with the proviso that the funding model be clarified.

Dr. Vinnell stated that in the future a centrally managed system may be required and AccessAble may not always be the system used.

c) Opening of buildings and accessibility considerations for disabled staff and Students

Dr. Vinnell updated the committee that most buildings are now open and that if Cambridge enters Tier 3 the buildings will go into a soft lockdown. Dr. Vinnell confirmed that there is a formal reporting system that can be used to raise any issues with building access.

10. Individual Student Access/Egress Process

a) Current student cases

Mr. Reed updated the Sub-Committee

Clifford-Alford works have moved on and the Asbestos has been removed and work in the WC is nearly complete

Faculty of Divinity the work on replacing the spiral staircase is progressing

Craik-Marshall drawings have not yet been provided

Three request from Colleges for visits but Mr. Reed is currently unable to visit. The Colleges have been signposted to external companies that would be able to assist them.

An issues was raised with the Faculty of Law, it was confirmed this would be taken forward.

11. AOB

The Sub-Committee was asked if there was any update on the Shared Facilities Hub and the issues discussed at this Sub-Committee in regards to the number and position of lifts within the building. It was reported that the work has resumed and contractors were back on site. Dr. Vinnell stated that

The Sub-Committee was updated that the Department of Geography was looking to install a new lift to improve access between the two parts of the Department.

The Sub-Committee thanked Mr. Kay for his work for both the Sub-Committee and the University over 19 years of service.

2020 – 2021 meeting dates:

The meetings of the Sub-Committee on Accessibility will meet on the following days this academic year – all meetings will initially be planned to be on Teams.

October 2020:	Wednesday 21, 1400-1600
January 2021:	Friday 22, 1100-1300
April 2021:	Wednesday 14, 1400-1600