UNIVERSITY OF CAMBRIDGE
Occupational Health and Safety Service

minutes
Consultative Committee for Safety (CCFS)

25 February 2020, 1415, The Syndicate Room, The Old Schools

Present: Dr G Christie (Chair), Dr M Vinnell (Secretary), Mr G Breckenridge, Ms A Eccles, Dr A Gilliland, Dr G Martell, Dr R Roebuck, Mr P Rule, Mr T Sayer, Dr R Turner and Ms L Yates.

In attendance: Mrs S Boggie.

Items for Report

1 **Apologies for absence**
Apologies received from, Mr E R Conales Candela, Mr M Elsdon, Dr M Glendenning, Mr J Harding, Ms A Hudson, Mr J Hulme, Dr T O'Connell and Mr W Smith.

2 **Minutes**
The minutes of the meeting held on 19 November 2019 were circulated with the agenda. Update the spelling of attendees name and the minutes were agreed and signed.

3 **Matters arising from the Minutes**
Minute 15 – The Secretary has received a request (16 questions) from Mr Canales regarding suicide information available at the University. The Committee noted all the sensitive work that had been undertaken by HR and sections within OHSS, and it was agreed that answers to these questions would be sought, distributed and this issue would have a separate item at the next meeting.
Action: seek answers/information as requested and provide at the next meeting.

4 **Report from the Occupational Health Service**
The Committee received the report.
Dr Martell noted that there were no stress figures available for this report due to data collation. The Chair asked about the high levels of missed appointments for Hepatitis B Vaccination, Dr Martell noted that these appointments were 15 minutes slots, so not as valuable as normal appointments and although reminders are sent via email for some staff it is not seen as a priority.

5 **Report of the Sub-committee for Ionising and Non-Ionising Radiations**
The Committee received the report.
Ms Yates reported on:
- The individual (as reported at the last meeting) who had received a significant accrued annual whole body dose. Radiation protection improvements agreed with the Hospital include provision of bespoke shielding that will be funded jointly by the University and Hospital.
- A decision paper for the new decay store was presented to the Space Management and Minor Works Sub-committee in February. This was agreed, and the works are expected to commence in April/May 2020.

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6 **Report of the Sub-committee for Chemical Safety**
The Committee received the report.
The Chair noted the information details about *Loss of 'experience'*. This re-enforces that systems should ensure safety management continuity rather than people.

7 **Report of the Sub-committee for Biological Safety**
The Committee received the report.
Dr Gilliland reported on:
The CL3 policy has been approved by the members of the Working Group and the Sub-committee. This document will be uploaded onto the Safety Office website.

8 **Report of the Sub-committee for Physical Safety**
The Committee received the report.
Mrs Eccles reported on:
The committee discussed the two items recommended by the Sub-committee:
That it be mandatory to use the University's insurers for travel outside of the UK; and that it would recommend the use Key Travel for certain destinations, as they will repatriate individuals if necessary.
Comments had been received from the School of Humanities and Social Sciences regarding issues around, insurance, risk assessments and using Key Travel when trying to book using a train (to reduce carbon footprint).
Dr Roebuck also noted his concerns regarding: insurance and not being able to use the University's insurance when ravelling for the University and College related activities, combining business with pleasure, and there was a student who did not wish to disclose medical information. Mandatory is too limited and should be strongly recommended. Mrs Eccles will contact the Insurance Manager as she was not aware of these issues. Mrs Eccles did note that a quote was received for Undergraduate students however this policy was not purchased. Key Travel provide a good service especially for complex travel arrangements and if there are travel disruptions they are able to provide and book alternatives for you.
Action: this item will discussed and return to this Committee

9 **Report of the Sub-committee for Estate Safety**
The Committee received the report.
Mr Rule reported on:
Estate Management's progress since the review of Facilities and how they are delivering the Compliance Programme.
The Committee is asked to confirm the draft letter of appointment for Departmental Responsible Person for Water Safety, the Committee accepted the letter of appointment which will be passed to HSEC for ratification.

10 **Report of the Sub-committee on Accessibility**
The Committee received the report.
Dr Vinnell reported on:
AccessAble guides which provide details for key buildings, was launched in November 2019.
A plan for 2020 is being developed to include teaching spaces and new buildings as priority.
Assessnet (RiskEx) – the new on-line incident reporting system which allows you to report accessibility issues.

11 **Health and Safety Executive Committee**
The Committee received the minutes of the meeting held on 4 December 2019.

12 **The Health and Safety Executive and other Enforcement Agencies**
The Secretary reported on the annual visits by APHA and EA/CTSAs; there were no reactive visits.

13 **Codes of Practice/Guidance and Other information**
The updated publications were noted.

14 **Joint Union Safety Committee**
No items to report.

Items for Discussion

15 **Accidents and Incidents.**
The Committee noted the accidents for the period November 2019 – January 2020. No further information had been requested.
Dr Gilliland reported on the launch of a new online incident reporting system, the training roll out over the next six months and the current reporting trend analysis. The benefits of the system include ease of reporting; ease of obtaining metrics by departments for their internal reporting routes; secure, GDPR compliant and fully backed up information. This system has been implemented for use within the first year of the contract which is a real success and is already showing an increase in reporting compared to the same time frame last year using the paper-based system. The new procedure is resulting in a reduction of the use of paper copies and the various steps in handling these within the University and is improving the data protection of the information being reported.

16 **Any Other Business**.
The Secretary reported on the information available to staff and students re Coronavirus. In the initial week there were some poorly worded information circulating around some of the Colleges. There is now a unified approach being full coordinated and communicated by the Office of External Affairs & Communications and the Committee on Communicable Diseases to various groups including Senior Tutors.

17 **Dates for the next academic year**
The following dates have been provisionally booked:
17 November 2020 in the Council Room from 1415
23 February 2021 in the Syndicate Room from 1415 (please note: a week later than normal to miss half term holiday)
11 May 2021 in the Syndicate Room from 1415

18 **Date of the next meeting**
The date of the next meeting will be Tuesday 12 May 2020 at 1415 in the Syndicate Room, The Old Schools.

Please note: Items for the next agenda need to be with the Safety Office by: Tuesday 21 April 2020