



23 February 2021, 1415, via MS Teams

Present: Dr G Christie (GC, Chair appointed by the V-C), Dr M Vinnell until 1500 (MV, Secretary, Director of OHSS), Mr E R Conales (ERC, UCU), Professor S Dalziel (SD, School of Physical Sciences), Ms A Eccles (AE, Sub-com Physical Safety), Mr M Elsdon from 1500 (ME, School of Biological Sciences), Dr A Gilliland (AG, Sub-com Biological Safety), Dr M Glendenning (MG, Sub-com Chemical Safety), Mr G Moss (GM, Director of ED), Ms T Niven until 1500 (TN, Interim Assistant Director of HR), Dr T O'Connell (TO, School of Humanities & Social Sciences), Dr R Roebuck (RR, School of Technology), Mr P Rule (PR, Sub-com Estate Safety) Mr W Smith (WS, Unite), Dr K Tibbles (KT, School of Clinical Medicine) and Ms L Yates (LY, Sub-com IR and Non-IR).

In attendance: Mrs S Boggie (Safety Office).

Items for Report

1 Apologies for absence

Apologies received from Miss A Gildersale (student union), Mr J Harding (Sub-com Accessibility), Dr G Martell (Occupational Health).
Mr M Elsdon would be joining the meeting from 1500.

2 Minutes

The minutes of the meeting held on 17 November 2020 were circulated with the agenda. These minutes were agreed.

3 Matters arising from the Minutes

There were no matters arising.

4 Report from the Occupational Health Service

The Committee received the report.

5 Report of the Sub-committee for Ionising and Non-Ionising Radiations

The Committee received the report.

LY reported on the Environment Agency on-line inspections which were undertaken in November and December.

The CPRMS personal dosimetry service used by the University has recently been through a tendering process. As a result new dosimetry will start to be issued from 1 April 2021. The reports received and other aspects of the service should be unaffected. ERC asked the suppliers name – Landauer.

GC noted the new store at High Cross and the move is expected to be completed by the end of March.

6 Report of the Sub-committee for Chemical Safety

The Committee received the report.

MG reported that the Sub-com did not meet in January and was due to meet next in April.

The Hazardous Waste contract has 2 full-time chemists further to a recruitment process.

MG is developing a number of on-line training courses.

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7 Report of the Sub-committee for Biological Safety

The Committee received the report.

AG reported on the CL3 laboratories. There is a working group which reports to the Sub-com and last year the policy was confirmed and published. It outlines the responsibilities of Departments who may wish to plan activities in CL3 laboratories that are not within their own Department. Further information has been produced on the standardisation of working out-of-hours arrangements for CL3 labs. Inspection programme is underway, two have been completed.

GC asked about the BSO event – scheduled for 18 May, after the cancellation of the 2020 event, this will be an on-line event, the programme is being finalised.

8 Report of the Sub-committee for Physical Safety

The Committee received the report.

AE noted ventilation risk assessment tool (produced by SST and academics). All departments are using the tool and <1% (green) is being achieved. Thanks noted to assistance from Andy Woods with air modelling, to achieve sufficient air flow rates.

Head of OH to produce DSE and equipment/training on how to achieve a good workstation set up at home; to be available later this year.

There were discussions regarding future ventilation requirements which would require input from a number of areas, at the moment decisions were not able to be confirmed. It was noted that an awareness of ventilation would be an on-going issue and training on undertaking assessments would be required of various University staff.

Committee Chair – the issue of aspiring to have an academic chair on Safety Committees provided a discussion point: from a number of contributors, on the goodwill of staff, younger academics did not see it as an enhancement to their career, etc. Membership of Safety Committees is an extra role and for those staff that take on these roles, their time commitment is appreciated by the Safety Office but it was felt that it was not always recognised by other levels of senior management. In 2019 there was a review of the operational frameworks for University Committee, however this is currently on hold.

9 Report of the Sub-committee for Estate Safety

The Committee received the report.

The Committee discussed various issues (with input from Schools, Unions and Estates representatives) regarding repurposing of the Cavendish II buildings and the asbestos component of the building. Due to various information not being available and a number of inconsistencies, it was agreed that there needed to be discussion outside of this meeting, between departments and the Estates Division. This item will then need to return through the Safety Committee structure and a note will be made to HSEC for information.

PR noted the Compliance Report and Safety Adviser positions are in the recruitment system.

10 Report of the Sub-committee on Accessibility

The Committee received the report.

MV reported on the documentation for student support documents and IT assistance; a high level Accessibility Policy is currently out for consultation.



11 COVID-19 Operations Team

MV reported very low positive results and although there were a small number of departmental cases, but transmission was not via the workplace.

COVID Operations Team; work is underway to create a Health and Communicable Disease function within the HS&RF division.

12 Health and Safety Executive Committee

The Committee received the minutes of the meeting held on 9 December 2020.

13 The Health and Safety Executive and other Enforcement Agencies

Inspections have been undertaken virtually by the Health & Safety Executive and the Environment Agency. The HSE is looking at GMOs in a number of departments and the EA is checking EPR permits with minor issues to be followed up.

14 Codes of Practice/Guidance and Other information

The updated publications were noted including a number of new publications relating to COVID activities.

15 Joint Union Safety Committee

SD asked about University first aiders during the current times. AE reported that there were no changes to policy and some departments continue to share first aiders but the issues with number of staff in the workplace, and keeping the level of first aiders on site adequate were noted. There is some guidance published and if need be, departments need to reduce higher risk activities. Departments need to ensure that any raised risk activity is not undertaken unless a first aid review determines that control measures and first aid provision are in place.

Items for Discussion

16 Accidents and Incidents.

The Committee noted the accidents for the period October 2020 – January 2021. No further information had been requested.

17 Any Other Business.

Further to a recent power outage, an issue was raised regarding backup generators for samples stored in -80 freezers. This issue was last reviewed centrally nearly 20 years ago and all departments need to be responsible for their business continuity and the Estates Division can provide backup power supplies but this information needs to be included in their Emergency Action Plan (EAP).

WS thanked GM and the Estates team for ensuring that during the power outage the UIS generators were able to provide the necessary power to ensure the servers continue to operate.

AG asked about generators that are available for the Downing Site, PR reported that the site is on the electrical ring and 8 generators can be made available when required.

18 Dates for the next Academic Year

Dates for the 2021/22: 16 November 2021, 22 February 2022 and 10 May 2022. All the meetings will be from 1415, venue / on-line platform (MS Teams) to be confirmed.



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Occupational Health and
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19 Date of the next meeting

The date of the next meeting will be Tuesday 11 May 2021 at 1415, via MS Teams.

**Please note: Items for the next agenda need to be with the Safety Office by:
Tuesday 20 April 2021**