



19 November 2019, 1415, The Syndicate Room, The Old Schools

Present: Dr G Christie (Chair), Dr M Vinnell (Secretary),
Mr G Breckenridge, Mr E R Conales Candela, Ms A Eccles, Mr M Elsdon,
Ms N Getman (representing Estate Management), Dr A Gilliland, Mr J Hulme,
Mr T Sawyer, Mrs E Stone, Dr R Turner and Ms L Yates.

In attendance: Mrs S Boggie.

Items for Report

1 Apologies for absence

Apologies received from Ms S Crowe, Ms S Foreman, Mr J Harding, Dr G Martell,
Dr M Glendenning and Dr K Tibbles.

2 Minutes

The minutes of the meeting held on 14 May 2019 were circulated with the agenda.
These minutes were agreed and signed.

3 Matters arising from the Minutes

There were no matters arising that do not appear elsewhere on the agenda.

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.

Ms Yates reported on:

- Cooperative arrangements for radiation work are being reviewed in relation to work carried out by Department of Radiology staff in other areas (University and hospital). An individual has received a significant accrued annual whole body dose which is likely to exceed the formal dose investigation level, so a formal review is being undertaken.

Action: Chair asked Ms Yates for an update at the next meeting

- Plans for the new store are in place, the warrant has been granted and the work will commence when the plans for works have been through Regent House (Grace).

6 Report of the Sub-committee for Chemical Safety

The Committee received the report.

Mr Hulme reported on:

- There will be asbestos related items discussed/raised at this Sub-committee relating to equipment containing asbestos but all items relating to asbestos in building will be referred to the Sub-committee on Estate Safety.

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7 Report of the Sub-committee for Biological Safety

The Committee received the report.

Dr Gilliland reported on:

- Containment Level 3 Policy. A small working group had drafted the policy, which has received comments. The working group will reconvene to produce the final policy which will be presented to a future CCFS meeting.

8 Report of the Sub-committee for Physical Safety

The Committee received the report.

Mrs Eccles reported on:

- Remit – this has been updated to ensure that this Sub-committee and the Sub-committee for Estate Safety have more clearly defined roles and although there will be some double reporting, it is important to ensure items are not missed.
- The Chair asked for some further details of the RIDDOR accidents noted at the Sidgwick Site. Further details were supplied regarding the uneven blocked paving (caused by tree roots) which has been resolved by the EM Facilities Team. The student representatives were interested in this issue as there have been accessibility issues with the pavements on Sidgwick Avenue; these are the responsibility of the City Council.

9 Report of the Sub-committee for Estate Safety

The Committee received the report.

- The Secretary reported on the letter received by the V-C from the Secretary of the State for Education regarding 'Fire Safety in Universities'. Clarification on some of the terms are being sought (accommodation types, which type of student, etc), a full response will be provided by 30 November 2019.

10 Report of the Sub-committee on Accessibility

The Committee received the report.

Dr Vinnell reported on:

- Access Able has provided the University with guidance on access for all sites; the Colleges have not yet signed up to this service but are being encouraged to publicise their accessibility arrangements.
- An Accessibility Policy is being developed.
- Dr Turner reported that he had been asked to provide student induction on-line and that going forward more training would be available.

11 Sub-committee Remits

The Secretary reported that a number of the remits had been updated and it is likely that there will be some duplicity in reporting.

The remits were all accepted.

12 Health and Safety Executive Committee

The Committee received the minutes of the meeting held on 8 March 2019.

The Secretary reported on:

- These minutes are from the scheduled business as usual meetings that are reported to the General Board and Council. The extra-ordinary meetings on building compliance are being dealt with separately.



UNIVERSITY OF CAMBRIDGE

Occupational Health and
Safety Service

13 **The Health and Safety Executive and other Enforcement Agencies**

The Secretary reported on two visits by the Counter-Terrorism Security Advisers and a visit later this month by the Animal & Plant Health Agency – these are all routine scheduled visits.

14 **Codes of Practice/Guidance and Other information**

The updated publications were noted.

Dr Vinnell reported that the Safety Office is planning to transfer some safety training to on-line modules, however face-to-face training would also be available. The package being used is: Articulate Storyline

15 **Joint Union Safety Committee**

Mr Canales Candela raised an issue regarding the suicide of a student; and the issues with communication between the College, the Tutor and the Department.

After a general discussion about the issues of the services currently available - Staff Counselling, Student Counselling, Wellbeing Advocates - Mr Canales Candela agreed to send the Secretary an email detailing the main issues:

Suicide plan

Senior Officer – supporting roles

Suicide prevention team / training

Items for Discussion

16 **Accidents and Incidents.**

The Committee noted the accidents for the period May – October 2019. No further information had been requested.

The Secretary noted that in the next academic year a new electronic accident database will be introduced and suitable reports will be provided to the Sub-committees and this Committee.

17 **Any Other Business**

No items.

18 **Date of the next meeting**

The date of the next meeting will be Tuesday 25 February 2020 at 1415 in the Syndicate Room, The Old Schools.

Future meeting dates: 12 May 2020, in the Syndicate Room from 1415.

**Please note: Items for the next agenda need to be with the Safety Office by:
Tuesday 4 February 2020**