



17 November 2020, 1415, The Syndicate Room, The Old Schools

Present: Dr G Christie (GC, Chair appointed by the V-C), Dr M Vinnell (MV, Secretary, Director of OHSS), Mr E R Conales (ERC, UCU), Ms A Eccles (AE, Sub-com Physical Safety), Mr M Elsdon (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 (TN, Interim Assistant Director of HR), Dr T O'Connell (TO, School of Humanities & Social Sciences), Dr R Roebuck (RR, School of Technology), Mr W Smith (WS, Unite), Dr R Turner (RT, School of Physical Sciences) 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, Mr J Harding (Sub-com Accessibility), Dr G Martell (Occupational Health), Mr B Monks (UCU), Mr P Rule (Sub-com Estate Safety) and Dr K Tibbles (School of Clinical Medicine).

2 Minutes

The minutes of the meeting held on 25 February 2020 were circulated with the agenda. These minutes were agreed.

3 Matters arising from the Minutes

Minute 3 – Matters arising – Questions raised by ERC on suicide prevention. MV outlined current focus on mental health of staff and students, including liaison with local health authorities regarding heightened anxiety during Covid restrictions and balancing with protection measures.

TN reported on the wellbeing initiatives currently being rolled-out and that she would look at specific reference to suicide prevention.

Minute 8, Sub-com for Physical Safety – AE reported that the University had secured an insurance policy for undergraduates. AE is a member of a working group looking for a new Travel Management Provider. Further to the comments at this committee, it was hoped the new provider would make booking travel around the globe more manageable and secure by using the one provider.

POST MEETING NOTE: confirmed that undergraduate travel insurance is available for all year abroad studies and via arrangement with the Insurance Office for other undergraduate travel.

Minute 9, Sub-com for Estate Safety – Water safety responsible person letter, to be discussed under Estate Safety.

4 Report from the Occupational Health Service

The Committee received the report.

During Lockdown 1, the Service were operating remotely with some functions not being restricted -face to face consultations undertaken by telephone and focussing resources on need. The OH accommodation has reopened for prioritised activities.

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

The Committee received the report.

LY reported that the Environment Agency and HSE issued regulatory position statements regarding possible breaches of Permit conditions and regulations during lockdown.

Breaches relating to periods of accumulation of waste were notified to EA as required before the breaches occurred. No further action is expected to be taken by EA.

High Cross Decay Store – original store has been demolished, a temporary store is in place and the new store is being built, incurring a slight delay.

6 Report of the Sub-committee for Chemical Safety

The Committee received the report.

MG reported on progressing work with asbestos and mercury management. Sub-committee had reported that departments were not always clear on how the Asbestos Policy related to asbestos - containing equipment such as museum artefacts. MG has liaised with the Asbestos Manager and this matter is under review with further information to be provided.

The new Cavendish 3 (asbestos free building) may have some historical items from the Museum of Physics that contain asbestos (although equipment transfer is to be finalised).

Chemical Waste Contract: one of the vehicle's tail-lift is not operational and the 2nd chempak chemist resigned; interviews have been held and we are awaiting the outcome. MG has had discussions with Biffa regarding business continuity.

The Chemical Safety Training has gone on-line and the Sub-committee wished to express its thanks to Anya Howe, Department of Physics for her assistance to MG in developing this course on Moodle.

GC asked about the existing Cavendish building – this building is one of the higher risk buildings in the estate with respect to the management of asbestos and the current position is that this building will not be repurposed or reused.

7 Report of the Sub-committee for Biological Safety

The Committee received the report.

AG reported on a meeting in April with the HSE relating to the processing of Covid samples in non-clinical laboratories; following these discussions, guidance was produced and sent to all Biological Safety Officers.

The MRC Toxicology Laboratory is currently relocating from Leicester to Cambridge, the laboratory has joined the HTA research licence this month. The building was handed over to the University on 3 November and the transfer of equipment is ongoing this month. The Safe Space Team (SST) will be visiting the building on 3 December to check their Covid-Secure mechanisms are in place.

The Containment Level 3 policy has been revised with input from the Sub-committee members and the separate CL3 Working Group; this revision includes text for those researchers wishing to undertake CL3 work in host departments and when finalised will be published on the Safety Office website.

The research being undertaken by University staff at the Stevenage Biocatalyst Centre has now ceased and GM material removed from site. The HSE was informed that the GM site number is no longer required.



8 Report of the Sub-committee for Physical Safety

The Committee received the report.

AE reported that the SST found some individuals were not clear as to the definition of 'adequate ventilation' of areas. The ventilation issues were also discussed at the Sub-committee for Estate Safety and a working group was formed with new guidance being issued in the next weeks.

TO raised concerns regarding Covid communications and use of the Sharepoint site, version control of documents and author/date information, while noting that the Safety Office documentation had excellent clarity in this respect. AE noted that some DSOs were not aware of documents that were available and creating their own, due to the availability of central resource not being known. MV was pleased to note that the Safety Office publications were well received, noting that this required the publications to be available on the Safety Office website rather than through Sharepoint. The issue of version control and document management will be highlighted to HSEC.

ERC asked for UCU to see any draft guidance and AE confirmed that the document would be shared and that the Unions were welcome to engage with the SST.

9 Report of the Sub-committee for Estate Safety

The Committee received the report.

GM reported that the Estates Division (ED) has been busy with Test 1 and involvement with Test 2 relating to reopening buildings, which have now been completed. ED is involved in the process of optimising water management regimes in buildings with low use/water flows. The Compliance Programme report supplied to CCFS papers related to work up to September; a new report will soon be available which will be made available to this Committee, in addition to the Buildings Committee. GM advised on the report formatting and how ED are managing statutory compliance across the estate.

Current ED projects include a comprehensive survey of the estate, revising safe systems of work policies and procedures in accordance with ISO45000. ED is currently recruiting to three new health and safety positions

TO raised an issue with the 'water safety responsible person letter'; GM to liaise with Richard Borthwick and report back to this Committee.

10 Report of the Sub-committee on Accessibility

The Committee received the report.

MV reported on progress with a high level policy on Accessibility and Inclusivity, with the aim of the Policy to make these considerations ubiquitous in all University functions. The Sub-committee on Accessibility was originally included in the CCFS structure to expedite its formation and to provide a reporting route to the General Board and Council. However, this may change with the implementation of the Policy and reporting to CCFS focussing only with activities directly related to safety.

MV reported that there is a large piece of work looking at the use of the estate including the effects that Covid has had on the use of teaching spaces.

MV responded to a query regarding 'Closed Captioning' tools and explained that this is something the Sub-Committee on Accessibility was taking forward.



11 COVID-19 Operations Team

MV reported on the development and activities of the Covid Operations Centre, created within the Division of Health, Safety & Regulated Facilities. The Operations Centre has daily meetings with the local public health authorities, College and University to discuss the management of outbreaks, as well as supporting the University's track and trace system. MV reported on the [asymptomatic testing results](#) and on the outline plans for students returning home for Christmas. MV reported that although the majority of issues handled by the Covid Operations Centre are student related, it would also manage workplace outbreaks.

12 Sub-committee Remits

The remits were accepted

13 Health and Safety Executive Committee

The Committee received the minutes of the meeting held on 4 June 2020.

14 The Health and Safety Executive and other Enforcement Agencies

MV reported there had been few on-site visits although there have been online interactions with the enforcement authorities, including for radiation management. The Environment Agency inspected the MRC Toxicology Unit (Leicester) in February and there were routine on site CTSA visits in August and October. During lockdown there has been continued communications with both the EA and CTSA.

15 Codes of Practice/Guidance and Other information

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

16 Joint Union Safety Committee

WS thanked both the Safe Space Team and Estates Division for the work they had been doing and that the communications with the unions for safety related issues had been good.

Items for Discussion

17 Accidents and Incidents.

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

18 Any Other Business.

No items.

19 Date of the next meeting

The date of the next meeting will be Tuesday 23 February 2021 at 1415, most likely via MS Teams.

Future meetings: 11 May 2021 at 1415, to be confirmed either via MS Teams or in the Syndicate Room, Old Schools.

**Please note: Items for the next agenda need to be with the Safety Office by:
Tuesday 2 February 2021**