UNIVERSITY OF CAMBRIDGE
Occupational Health and Safety Service

Minutes
Sub-Committee for Estate Safety

Our Ref: S/EstS/120419

12 April 2019, 1030 in the Cairo Room, Greenwich House

Present:	Dr M Vinnell (Acting Chair), Mrs J Chamberlain, Dr M Constancia, Mrs A Eccles, Mr M Elsdon, Ms S Foreman, Ms N Getman, Dr A Gilliland, Mr T Jones, Mr S Matthews, Mr M McDonnell, Dr K Tibbles, Mr T Walston and Mr B Williams (in the place of B Weston).
In attendance:	Miss L Durrant.

1. Apologies for absence

Apologies received from: Gill Armstrong, Mr R Borthwick and Dr M Glendenning, Mr J Hulme, Ms C Leonard, Mr J Matthews.

Martin Vinnell explained that there would be an adjustment to the terms of this Committee to fit in with representation of the University. Some people may attend meetings as required rather than being members. The Health and Safety Executive (HSEC) ratified the policy. This Committee will provide accountability outside Estate Management (EM), compliance and reassurance for executive authority.

2. Minutes

The minutes were agreed.

3. Matters arising from the minutes

Martin Vinnell will be the Acting Chair until an independent one is appointed, at which point he will take on the role of Secretary. The draft minutes will be circulated to everyone for comment until a Chair is in place.

Cross-membership will allow reporting on fire, etc to other committees. When a report has been submitted to another committee, only the main points need to be highlighted, in writing or orally, for this Committee. However, the minutes circulated with the agenda provided a useful overview for the first meeting. For future meetings it would be helpful to indicate on the agenda whether an item is to be noted, discussed or for decision. It may also be useful to include a section on current problems and upcoming issues. A table of action points may be useful later.

Action: The agenda should specify whether an item is for note, discussion or a decision.

4. Report for the Sub-Committee – Building Structure, incl. Asbestos

Departments are responsible for managing aspects of building structure. EM collect data on compliance.

Tim Jones, Chrissie Leonard and Sarah Foreman are managing embedded sub-contractors for fire and asbestos. Thames Laboratories are the contractors for asbestos and have appropriate accreditation. Discussions are taking place with regard to getting someone, fixed term, to cover Asbestos. There will always be a need for external contractors.

EM record visits made to check if asbestos is present. Communication and reassurance is needed for those who are seriously concerned about this possibility. Control measures are in place whilst reassurance monitoring is undertaken as this process can take time. The Committee approved the new label format recommended by the EM Asbestos Management Team, as it states why an area should not be entered.

5. Report for the Sub-Committee – Compliance Programme

The report was received.

The Estates Safety Operations Group (ESOG) is a feeder to this Committee.

The Compliance Update programme included a plan (BC(19)12b Appendix 2) prepared by Nili Getman approximately 3 years ago to illustrate EM Management Areas of Compliance.

The agenda for this Committee is similar to the Consultative Committee for Safety's (CCFS) to provide assurance that everything is being covered. This Committee will report to the CCFS and HSEC.

The Compliance High Level Plan for the University Estate goes up to March 2020.

The items in red on the Reporting - Evidence of Compliance for the Estate document are in a managed state of compliance and not dangerous. Although this report only covers some areas, it does not mean that others are not compliant. By the end of June 2019, all written schemes for water will be complete so all the areas will show as being compliant. Local risk assessments and logbooks are expected to be in place.

Legionella training has been well received. Those who have been trained are requesting logbooks from EM, which is positive. Some departments believe that this responsibility lies with EM rather than them. The water policy was approved by CCFS. EM have an audit programme to ensure that departments are carrying out water checks. This is an annual process for high-risk buildings and 3 years for other areas. It is an annual process for the logbook. Longer term the logbook will be electronic so it can be checked more easily.

6. Report for the Sub-Committee - Fire

Tim Jones tabled a report.

C S Todd carry out fire risk assessments every 3-5 years. An annual report is held by the local team.

There were 3 operational emergencies in 2018 but none of these was of concern.

Fire Safety Manager training is provided in-house by Mick Marsh. Keff Tibbles mentioned that some embedded departments were finding it difficult to get numbers on courses at a time to suit them. Tim Jones will follow this up with the NHS Fire Team.

Action: Tim Jones will contact the NHS Fire Team to discuss how they can accommodate the training needs of embedded departments on the Addenbrooke's Site.

Martin Vinnell proposed that liaison meetings between Addenbrooke's Hospital and the University be reinstated. Tim Jones will take this forward along with the ongoing Memorandum of Understanding.

Action: Tim Jones will take forward the proposal to reinstate liaison meetings between Addenbrooke's Hospital and the University and the ongoing Memorandum of Understanding.

EM are responsible for the fabric building management and deal with these action points following risk assessments carried out by C S Todd. There is an audit trail as work orders are generated for passive fire doors, etc. Departmental representatives have access to the C S Todd reports on Micad so can provide an update on actions. This will also move to an interactive system in future. Mick Marsh (embedded consultant) is doing this for EM in the absence of the University Fire and Asbestos Manager.

7. Report for the Sub-Committee - Water Hygiene

Tim Jones tabled a report by Richard Borthwick (EM).

Logbooks are being rolled out and Tetra are conducting audits.

There is resistance from some departments, particularly on the Sidgwick Site, who do not want to carry out the necessary checks and cite resource issues. Richard Borthwick has offered to meet with them to discuss this but has met opposition against this too.

Tetra provide training which can be booked through the University Training Booking System. Some people fail to turn up for the training.

Action: Richard Borthwick will be asked to report on departments who are not being compliant and to raise other issues relating to this subject.

8. Report for the Sub-Committee - Operational Equipment incl. Statutory Inspections of plant (passenger/goods lifts & pressure systems)

Andrea Eccles' report was received.

It is relatively easy to report on compliance for lifts. Since the report was written 6 assets are out of inspection (to date) due to access restrictions relating to suspicions that asbestos is present.

Nili Getman agreed that her team would report on this item in future as Chrissie Leonard oversees the compliance programme. Andrea Eccles oversees compliance for pressure vessels, which is reported to the Sub-committees for Physical Safety and Estate Safety.

Action: Nili Getman and team will report on this item going forward.

Separating items as fixed or non-fixed assets would be too extensive. Autoclaves are departmental responsibility but some fixed assets are EM's responsibility, including those to maintain a building's environment. Work needs to be done on Service Level Agreements (SLAs) to differentiate what is EM's or departmental responsibility. EM have a maintenance programme for building extraction, including LEV and other statutory items. Fume cupboards are a departmental operation and responsibility.

9. Report for the Sub-Committee - Mechanical

The Committee received the report. It was agreed that this would only cover Gas in future.

Action: The report for this item will only cover Gas in future.

10. Report for the Sub-Committee – Electrical

Tim Jones tabled a report on Electrical Safety.

11. Report for the Sub-Committee - Catering

Tom Walston stated that the Estate Safety Operations Group (ESOG) is discussing how they will report to this Committee.

It was agreed to re-name this agenda item as Food Safety, which would cover the following areas: list of catering premises, food safety audit schedule and RAG results, EHO star ratings and policy changes.

Action: This item will be re-named Food Safety and cover the areas mentioned above.

Nili Getman will share the Management Areas of Compliance plan with Tom Walston to provide an idea of which areas catering encompasses. As catering is part of the workplace, it will not come under this Committee's remit.

Action: Nili Getman to share the Management Areas of Compliance plan with Tom Walston.

12. Report for the Sub-Committee – Farming

Tom Walston reported that the National Farmers' Union (NFU) conduct a 6-monthly audit. Reporting on the NFU audit actions and providing a summary report of salient points would be helpful.

13. Report for the Sub-Committee - Property incl. Addenbrookes

The Sub-committee received Richard Griffin's report on Property.

Nili Getman explained that some areas fall under University control, for example, water, steam, etc, where the NHS is the end supplier.

This agenda item will just be named Property in future, as it covers a wider area than Addenbrooke's Hospital, although it was acknowledged that the Hospital poses a greater risk. Property leased out is regarded as being the University's. There are some problems with fire, electrical safety and dirty water at the Hospital. Leases need to be sorted out and there needs to be an agreement as to where responsibility lies. It was noted items 1.1 and

1.4 of the Property report seem to indicate opposing views as to whether the landlord or tenant are responsible for a property. Once a liaison group is set up for the University and Addenbrooke's Hospital it will be easier to identify the correct contacts. At present the University is restricted as to what action they can take for example, light bulbs cannot be touched by EM staff as Addenbrooke's Facilities' team expect to undertake these jobs.

ACTIONS: This item will just be referred to as Property in future.

The Committee requested that Richard Griffin propose a scheme of work regarding the historic situation and complexities of leaseholds.

Commercial and residential properties need to be considered. The number of shared buildings is increasing so clarity of responsibility is needed for these.

14. Report for the Sub-Committee - Projects

Audit for CDM is in place. Andrea Eccles has done a couple of audits relating to minor works, one where the University was the principal designer and the other where it was contracted out. (Minor works include anything up to 2 million.) If CDM is covered by an audit, it does not need to be raised at this Committee. Policy changes or trends with CDM do need to be reported.

There was a discussion about the delayed handover of the Chemical Engineering and Biotechnology Building, and the concern this caused to the users. Estates Projects resolve concerns about problems with a building project and notify the Buildings Committee of any actions and/or updates resulting from this.

The Estates Project lead is informed by the main contractor if a RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences) has occurred on site. The Projects Team will report RIDDORs to this Committee only when there is a reputational risk to the University. Monthly health and safety updates are provided to the Buildings Committee as part of the monthly reports and consequently it was agreed that there was no need to provide regular reports to the Sub- committee for Estates Safety.

15. Report for the Sub-Committee – Environment & Energy

Joanna Chamberlain reported that Environment & Energy (E&E) are in the process of implementing an Environmental Management system and are working towards achieving the gold standard of EcoCampus (an higher education specific scheme aligned with ISO14001).

With regard to ECRP projects, discussions have/will take place owing to health and safety.

Trade effluent limits with Anglian Water - the University has evidence of its actual discharges.

ACTION: E&E will meet with Androulla and Mark Elsdon to discuss duty of care.

16. The Health and Safety Executive and other Enforcement Agencies Visits

This item will remain on the agenda so a record can be made as to whether visits will be reported to the CCFS.

17. New Codes of Practice/Guidance and Other Information

Any new Codes of Practice/Guidance, etc can be mentioned here.

18. Accidents and Incidents

Nili Getman and her team can decide what needs to be reported here. Reports on EM's input and building issues would also be useful.

ACTION: Nili Getman will produce an Estate related safety issues report in future.

19. Dates for the next Academic year

17 October 2019, 23 January 2020, 16 April 2020, at 1400 in the Cairo Meeting Room, Greenwich House.

20. Date of next Meeting

17 October 2019, 1400 in the Cairo Meeting Room, Greenwich House.