



23 January 2020, 1400 in the Cairo Room, Greenwich House

Present: Dr M Vinnell (Acting Chair), Mr R Borthwick, Mrs J Chamberlain, Dr M Constancia, Mrs A Eccles, Dr J Ellis, Ms N Getman, Dr A Gilliland, Mrs A Gower, Mr D Green, Mr R Griffin, Mr J Headley, Mr J Hulme, Mr S Matthews, Mr M McDonnell, Mr R Phillips, Mr P Rule, Dr K Tibbles and Mr T Walston.

In attendance: Mrs S Boggie.

1. Apologies for absence

Apologies received from: Mr M Elsdon, Ms S Foreman, Dr M Glendenning, Mr T Jones, Ms C Leonard and Mr B Williams (represented by Mr Green).

2. Minutes from 17 October 2019

The minutes were agreed and signed.

3. Matters arising from the Minutes

Dr Vinnell confirmed that Item 4 of the Remit has been updated. The remit was received and confirmed at the Consultative Committee for Safety.

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

The Committee received and noted this report.

Mr Phillips updated the Committee on the current support in place for asbestos advice due to the current advisor leaving the University. Consideration and suitability is being given to transfer all the electronic asbestos registers onto Invida's standard electronic asbestos register module.

The asbestos management strategy for Cavendish II aligns with the plan for the Department of Physics to vacate the buildings at the end of 2024. Mr Phillips recommends the CLASP buildings are demolished and not repurposed, reused, or reoccupied after Physics vacate. Asbestos Awareness training to be provided 3 times per year.

5. Report for the Sub-Committee – Compliance Programme

The Committee received a report from Mr Rule on the elements being transferred onto Invida and the transfer of the Compliance Management Team to Greenwich House.

The Service Level Agreements (SLAs) have been paused for 3-6 months and will restart on certain sites after this.

Asset data and collection is required to capture remedial works, issues are prioritized, addressed and closed out, this is likely to take 18 months which includes adequate training for the process and systems.

6. Report for the Sub-Committee - Fire

The Committee received and noted this report.

The Committee discussed the issues of the information captured on this report, it was agreed that improved presentation of the data would be provided going forward.

The Chair asked about training; it was suspended in November whilst a new trainer was sought, training has restarted in January.



Mrs Gower asked about DOFRAs – Mr Marsh and Mr Corcoran have been checking these documents and where concerns are noted they are following up.

Dr Tibbles asked about the Clinical School issues; Mr Headley noted that he was meeting with the Director of EM at Addenbrookes next week, this is following cancellations of meetings scheduled in November and December. Mr Headley is keen to have clearly defined responsibilities due to the number of departments embedded within Hospital accommodation.

Mr Headley noted that there were a number of properties which required written responsibilities which have previously been agreed informally.

7. Report for the Sub-Committee - Water Hygiene

The Committee received and noted this report.

Mr Borthwick noted the log-books that have been issued and it had been noted that there are a small number of departments that do not have appropriately trained individuals to undertake the 'responsible person' responsibilities and Estate Management will ensure that these departments receive the additional assistance required.

The draft letter of appointment for Departmental Responsible Person Water Safety (DRPWS) was submitted and approved and will be submitted to CCFS.

The Chair thanked Mr Borthwick for all his work regarding Water Hygiene.

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

The Committee received and noted this report.

Queries were raised on this report, as the Safety Office is aware that there are a number of Chillers, Lifts LOLER Inspection, and Steam Service and Inspection items that have not been included in the reports, as the figures do not add up to the total of assets that are held.

Reports for future would better reflect all assets and the compliance team work would help to provide this data. Mr Headley and Mr Rule to meet with members of the Safety Office to discuss asset data.

9. Report for the Sub-Committee - Mechanical (Gas)

The Committee received and noted this report.

The 10 overdue services were due to access issues and plant that has been taken out of service and does not require servicing; there is a lag, for items being removed from the plant information which does not show on this report.

The Chair asked about the derelict building listed as 181A Huntingdon Road, Ms Getman agreed to raise this issue and it would be investigated.

Mr Headley reported that annual checks and reviews were being arranged and every asset would need an owner.

10. Report for the Sub-Committee – Electrical

The Committee received and noted this report.

As with some of the other reports the presentation of the data needs review.

11. Report for the Sub-Committee – Food Safety

The Committee received and noted this report.

Mr Walston reported on the audits undertaken by MAS which is part of the procurement process that approved suppliers agree to. All suppliers have provided appropriate allergen

information - Mr Walston will circulate information to this Committee. There are still some departments using caterers that are not approved suppliers, the departments have been made aware of their responsibilities, but consideration to a University Mandatory Policy on this is to be considered.

Mr Walston also noted the issues concerning 'Natasha's Law' which comes into force in 2021 where food has to state if it is fresh or pre-packed, advice can be provided from EM if required.

The Committee noted issues regarding agreed standards and the best way to enforce these, Mrs Gower as an ex EHO and was happy to have input regarding these issues.

12. Report for the Sub-Committee - Farming

The Committee received and noted this report.

Mr Walston reported that the actions from the NFU report had been completed and other actions on-going.

The Farm has appointed Ian McRone from the Vet School as their Biological Safety Officer.

13. Report for the Sub-Committee - Property

Mr Griffin reported on the key issues regarding licences, boundaries within shared buildings eg Clinical School. There was a brief discussion regarding 'notice to quit' as it relates to all properties.

14. Report for the Sub-Committee - Projects

Mr Green reported on the checklist currently being used with the RAG ratings. Monthly reviews and monitoring are ongoing with improvements relating to procurement.

Mr Headley reported that following the retirement of John Hadley, a new appointment would be made to review site safety.

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

The Committee agreed to remove this item from the agenda due to other environmental and energy meetings.

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

Committee to note the involvement of the Environment Agency in relation to the research work to be undertaken in the Anne McLaren Building.

17. New Codes of Practice/Guidance and Other Information.

No items to report.

18. Accidents and Incidents

The Committee received and noted this report.

19. Date of next meeting

Dates for the academic year at 1400 in the Cairo Meeting Room, Greenwich House:
16 April 2020.