UNIVERSITY OF CAMBRIDGE
Occupational Health and Safety Service

Minutes
Sub-Committee for Estate Safety

Our Ref: S/EstS/210121

21 January 2021, 1400 on MS Teams

Present: Dr M Vinnell (Acting Chair), Mrs A Eccles, Dr J Ellis, Mr M Elsdon, Dr A Gilliland, Dr M Glendenning, Mr D Green, Mr R Griffin, Mr M McDonnell, Mr G Moss, Ms N Routh, Mr P Rule, Dr K Tibbles and Mr T Walston.
In attendance: Mrs S Boggie.

The Chair welcomed everyone to this meeting and confirmed the status of this Sub-committee. He confirmed that it continued to be an important link between the Safety Office and Estates Division and that although not wanting data and reporting routes to be duplicated, that this specific Sub-committee should remain to support Estates Division activities.

GM agreed with this position and noted it was the only forum which has input from the Schools and Insurance Office.

1. Apologies for absence.
Apologies received from: Ms J Chamberlain, Dr M Constancia, Ms N Getman, Mrs A Gower, Mr J Neve and Mr R Phillips.

2. Minutes from 22 October 2020
The minutes were agreed.

3. Matters arising from the Minutes
None.

The Chair noted that reports to this meeting currently can be submitted prior to the meeting or orally for the minutes, although members expressed a wish for summary reports to be received prior to the meeting where possible.
There were a number of comments regarding the agenda and papers submitted to this meeting. GM noted that the agenda was not ideal and after Sub-committee discussions, GM would work with the Chair to better formulate the agenda, including an item 'Report from the Director (ED)', 'Review from Insurance actions',' COVID Recovery'. GM to Liaise with MV regarding new Agenda.
Action log to be created (this is a University committee requirement).

Noted actions from 22 October 2020:
<u>Minute 11 – Report for the Sub-committee – Electrical</u>
The Safety Office needs to update guidance regarding visual external checks of electrical equipment taken home for work use. Included with the HR package.

Ms Routh will ask that the relevant Human Resource Division's guidance be updated to include instructions as to how to carry out external visual checks on portable appliances being used whilst working from home.

Minute 14 – Report for Sub-committee – Property

Service Level Agreements (SLAs) need to be agreed with Addenbrooke's Hospital with regard to University department embedded accommodation. To be covered under Minute 13.

Minute 18 – New CoPs/Guidance and Other Information
New arrangements for water systems to be made available. To be covered under Minute 5.

Minute 19 – Accidents and Incidents
Mrs Gower will set up a group, including Engineering and certain others, to produce mechanical ventilation guidance that departments can refer to when making decisions about whether an area is Covid-19 secure. The ventilation document has been published and is available, HSD211M.

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

The Committee received and noted this report.
PR reported on the current report as to current inspections and re-inspections as there have been some issues with access and SafeSpace numbers of staff in buildings/areas.
Asbestos Management System, further developments are to be completed with the newer MICAD software. There has been face-to-face asbestos training that was completed in December. There is also the continued issues regarding the use of Cavendish II buildings after the opening and transfer of Physics into Cavendish III. GM informed the Sub-committee of the current issues and discussions regarding Cavendish II. The Sub-committee agreed to raise this issue at CCFS and for it to be discussed at HSEC; the Sub-committee and the specialists advisers acknowledge the current state of the building. There has been discussions regarding a further 10 years of use, a building repurpose for Engineering: its teaching functions in the Rutherford and Bragg buildings, which are the least contaminated. This is not a desirable situation to be in and considerable works would need to be completed for this working environment to be considered, including that the services run through all the buildings and couldn't just be run for those buildings in use. GM provided approximate timescale: Physics have 2 years before they move, further to equipment transfers, remedial works need to be undertaken.

5. Report for the Sub-Committee – Compliance Programme

The Committee received and noted this report.
Report dated November 2020 but data is current and was presented to Buildings Committee.
Section 1 is an Overview;
Section 2 Estate re-opening for the start of term; and weekly checklist and not closing buildings if further lockdowns. Riskex audit software to be launched in the next few weeks this will help departments to input data.
2.51 activities undertaken including asbestos surveys.
2.52 lift assessments – access into buildings has been challenging however documentation for the VC and ProVCs is improving this situation.
2.53 water risk assessments – further assessments to be undertaken to ensure compliance.
Compliance Issues - completion of remedial works is a priority and this can now be focused on.
3 Assessnet feedback from depts.
4 H&S Management system project looking at management systems and improve systems, appointment safety related staff (3 posts) one person will lead on accidents and followups.
Dashboard figures are overall estate compliance are separate from gant chart.

The Sub-committee reviewed the items that were covered by this report and although it covers the top level Estates compliance, there are issues within departments and operationally that are not being covered. Infrastructure is covered in the report however there should be a topic on fires, operational data is processed through the incident reporting system and estate related issues are shared with Estates but the processing of these incidents within Estates is not clear.
MG noted that the Sub-com for Fire Safety (which existed prior to this Sub-com being formed) looked at risk assessments and the operational handling and needs of departments.
The Chair noted that there should be an agenda item on Compliance which is the Estates side of operations and fire data should be reported under Accidents and Incidents. At the moment ED do not report back on Incidents however this maybe something that is incorporated in due course. ED have reported that issues that are part ED and part departments, checks need to be made to ensure that all aspects are being completed whether this is fire, water, etc.
The Chair confirmed that updating the agenda will allow sufficient time for a compliance report and various incidents trends and actions to take.
GM reported that Estates processing of incidents is not working well however this will improve when the new H&S team are recruited and feedback to the incident report system.
GM is to provide an organizational chart with key people and reporting routes, however the Division is being re-structured atm.
The Chair asked about Pressure Systems and reporting routes, these are currently via the Sub-com for Physical Safety and the Swift database does include the ED assets as well as departmental assets. The lifts have their own register, and then pressure systems and refrigeration units were to be split but this has not been completed – needs to be completed

6. Report for the Sub-Committee - Fire
The Committee received and noted this report, discussions noted in Minute 5.

7. Report for the Sub-Committee - Water Hygiene
The Committee received and noted this report.
It was noted that RB will be moving onto other ED topics and the new members of staff is Peter Bowles, who has a HE background and worked with water systems.

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, discussions noted in Minute 5.

9. Report for the Sub-Committee - Mechanical (Gas)
The Committee received and noted the report.

10. Report for the Sub-Committee – Electrical
The Committee received and noted this report.

11. Report for the Sub-Committee – Food Safety
TW – West Cafe and the Buttery are providing a takeaway service as they are able to operate and are compliant with COVID safe working regulations. Updated systems in place to allow these outlets to open. An invitation has been made to staff from closed outlet to visits Wests to view working in a COVID safe environment.
The Chair asked about future catering strategy with a change in the workplace landscape, however he was not too sure if it was too early to be reviewing this strategy.

GM reported that a strategy group was looking at post-COVID what catering would be required, what type, where and how to deliver this. Catering in the University (not Colleges) is very disjointed, post COVID demand might be permanently suppressed which will effect the viability of some of the catering outlets and until we have some return to the workplace this is a difficult question to answer. The Chair thanked GM and noted that it is good that catering is on the radar.

12. Report for the Sub-Committee – Farming

The farm has operated throughout pandemic and assessment have been updated including ventilation issues. There were a few outstanding minor issues of the NFU audit, most of these have been delayed due to pandemic. The amber actions were fire extinguisher training and site familiarisation for the Fire Services. The green action is updating the welfare facilities which is due to begin early February. TW confirmed that these facilities are for general hygiene, to separate the farm workers and the student areas, and to better support the students gender including gender neutral toilets.
Next NFU audit was due for today (21/01/21) however as there are no red actions the University is not considered a priority.
There was an incident on 03/12/20 involving an electrical contractor who incorrectly fitted wires which resulted in a failure of the milking machines and refrigerator units.
Liaison with MJE and Vet School re safety matters.
Lambing season is about to start.

13. Report for the Sub-Committee - Property

RG – Action from the last meeting, SLA with Addenbookes Trust, it is a bit slow but progress is being made, discussions regarding the new buildings that are starting to open, the Trust owns the freehold of the land but the building is University property, which agreements / lease to be agreed for clarity of responsibilities. Draft SLAs are being confirmed and will soon be completed, whilst undertaking this process three areas which the University has occupied for >10 years have no lease agreements, this piece of work has already taken 4-6 months and it is hoped to be completed by the end of the Trust's financial year (end of March).
GM is concerned about the embedded areas within Addenbrooke's and University/Trust responsibilities these are stated in the leases, however over the years there have been a number of 'gentleman agreements' that have not been documented, if there is a deviation from the terms of the lease these need to be documented.
The Chair noted that this Sub-committee is acutely aware of this huge piece of work and it is encouraging that progress is being made.

14. Report for the Sub-Committee – Projects

DG attending for JN and reported on a number of Capital projects and Minor works projects. The majority of the minor works projects have been completed; and the Capital projects of Cavendish III and Atria are on-site with COVID secure working practices in place, with regular reviews. DG reported that there had been some COVID transmissions on these sites, and the contractors reported to Public Health England which are then passed to the local authorities. Monthly inspections are on-going to monitor the work, due to the large numbers there is a full-time health professional and the contractor employees an occupational health nurse. Of these positive cases, contact tracing is being followed up and contractors have robust management processes and strict procedures for breaches of protocols.

15. The Health and Safety Executive and other Enforcement Agencies Visits
None to report

16. New Codes of Practice/Guidance and Other Information.
Ventilation document, really positive feedback, and Airborne.cam was referenced in The Guardian and The Daily Mail.
There was some resistance received from a few departments, however when the ProVC confirmed these were required, assessments were undertaken and the SafeSpace Team did provide a lot of assistance, and some departments have had to reduce their occupancy levels.

17. Accidents and Incidents
For future meetings incidents will be discussed under the individual areas rather than one items for all accidents/incidents.
The agenda item should remain to ensure all incidents are covered including aspects of compliance. Future provision of heat mapping of incidents can be discussed.

18. Date of next meeting
Date of the next meeting 15 April 2021.

Main points to confirm:
GM – noted that with the current lockdown, the University has decided that rather than closing buildings, the estate will be operationally ready and atm there are a large number of buildings with low occupancy, ED are using Assessnet documentation to provide weekly checks and departments are being asked to log on every week and ensure the estate is being looked after and the University will not have to formally validate buildings.

Agenda to be updated

Summary very useful

Cavendish II minute to be confirmed