



22 October 2020, 1400 on MS Teams

Present: Dr M Vinnell (Acting Chair), Mr R Borthwick, Mrs J Chamberlain, Dr M Constancia, Mrs A Eccles, Dr J Ellis, Mr M Elsdon, Dr A Gilliland, Dr M Glendenning, Mrs A Gower, Mr R Griffin, Mr T Jones, Mr G Moss, Mr R Phillips, Ms N Routh, Mr P Rule, Dr K Tibbles and Mr T Walston.

In attendance: Miss L Durrant.

1. Apologies for absence

No apologies were received.

2. Minutes from 23 January 2020

The minutes were agreed. A correction was made to Minute 4 following January's meeting and the updated minutes were subsequently circulated in February.

3. Matters arising from the Minutes

At the last meeting it was agreed that Environment and Energy would be removed as a standing agenda item. Any safety queries relating to this area can be raised directly with the Environment and Energy Section.

4. Remit of the Sub-committee

Dr Vinnell gave a brief background as to the purpose of this Sub-committee. There are different committees, which all appear to cover buildings. Whereas the Buildings Committee covers projects, the Estates Safety Sub-committee is useful as it incorporates various aspects of buildings in detail and includes representation from departments. Clarity in terms of reporting is welcomed. Once the Directors for the Estates Division have reviewed the governance of the Estates Division, it would be useful to review this matter.

As part of compliance programme, efficient reporting and matrixes will make it easier to provide reports that are more frequent in future.

Mr Moss reported that buildings had been categorised to determine which ones needed to remain open during lockdown. Following lockdown the Estates Division had completed a programme to open approximately 380 buildings. Test 1 had considered whether a building was safe to be occupied, looking at water systems in particular. Mr Borthwick and the Water Hygiene team had done a lot of work to ensure the water systems were safe. Test 2 involved the Safe Space Team looking at the activities of a building once it was up and running.

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

The Committee received and noted this report.

Surveyors lead on Test 1 at site level.

Mr Phillips reported that the policy had been revised and it is expected that version 3 will be submitted late this year or early next year. With respect to the Cavendish 2 buildings, careful thought needs to be given to anything but demolition. It was suggested that the Property Group be informed of this as they automatically consider repurposing buildings and land.

6. Report for the Sub-Committee – Compliance Programme

The Committee received and noted this report.

The Compliance and Asset Management Programme had started in October 2019. It was now at the fix-it position for planning and remedial works. Thought is being given to how systems integrate to demonstrate appropriate action is being taken should it be challenged. Documentation is being moved to Micad so departments can access the information themselves, at least in the short term. Check maintenance and inspections are in place.

The Buildings Compliance Dashboard (Appendix 2) shows work being done for compliance. Remedial works are ongoing.

Condition Survey – Sample Site Dashboard (Appendix 3). The Oak Leaf Group are due to finish this work later this year or early 2021. This will provide details of actual assets to ensure everything is included within the Planet system.

7. Report for the Sub-Committee - Fire

The Committee received and noted this report.

Mr Jones reported that fire safety work carried on throughout lockdown with systems continuing to be maintained. Fire Warden training had switched from face-to-face teaching to MS Teams and there had been an increase in Fire Wardens to provide cover for buildings that have reopened since lockdown.

Mr Jones has regular discussions with the local Fire Service. Departments manage their own risk assessments as part of the Tier 2 process for local arrangements.

Mr Rule said that Mr Jones, Mr Marsh and BBC Fire Protection Ltd have worked hard to keep everything running during lockdown. Positive feedback had been received on training.

A common issue at the moment is that departments want to wedge doors open to prevent handling doors. Fire drills need to be carried out but consideration needs to be given as to how to do this at present.

8. Report for the Sub-Committee - Water Hygiene

The Committee received and noted this report.

Mr Borthwick reported that most of the Water Hygiene team's work had been related to Covid-19 and getting people back into buildings. Other work, for example, risk assessments has been on hold during this time. There are some concerns regarding forthcoming restrictions. The team are trying to help departments keep safe. An increased number of log books are now on site as part of Test 1, which is positive news.



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

The Committee received and noted this report..

Mr Rule reported that the compliance programme had been the focus due to Covid-19. Remedial work is ongoing and effort being put into aligning Planet and other systems. Mr Rule will speak to the Safety Office and Ms Routh regarding managing Bureau Veritas going forward.

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

The Committee received and noted the report, which was included under Minute 9.

11. Report for the Sub-Committee – Electrical

The Committee received and noted this report.

Insurance cover for University equipment taken home depends on various factors. The University's Insurer consider temporary removal to mean less than 12 months and expect employers to carry out due diligence on equipment. There is no legal requirement for Portable Appliance Testing (PAT) *per se* (but is part of the electrical testing and maintenance operations overall) but equipment needs confirmation that it is safe to use. Individuals have a personal responsibility to carry out external visual checks routinely. The Safety Office and Human Resource Division guidance will be updated to provide basic instructions for employees to carry out external visual checks whilst working from home (the guidance is already available but not included in the latest 'working at home' guidance specifically).

ACTIONS: The Safety Office needs to update guidance regarding visual external check of electrical equipment taken home for work use.

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.

12. Report for the Sub-Committee – Food Safety

The Committee received and noted this report.

Mr Walston reported that all catering facilities closed on 20 March as part of lockdown. An internal review identified that a cashless takeaway service was the safest method for future operations and West Café reopened on this basis in August with additional Covid-safe measures in place. The Safe Space Team's inspection in September concluded that the West Café had done an excellent job in making the area safe for its staff and visitors. The Buttery reopened in October adopting all the safe working measures implemented at West Café. All other University Catering Service (UCS) operated outlets remain closed at present.

Departments considering reopening facilities have been given advice and provided with links to the Food Standards Agency checklists for food businesses <https://www.food.gov.uk/print/pdf/node/4261> and the working safely guidance <https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-takeaway-services-200812.pdf>. Departmental catering

representatives have also been invited to visit Wests to observe the Covid-safe working procedures in practice.

Safe working guidance has been issued to the preferred hospitality suppliers.

The Food Safety Audits carried out by MAS Environmental are on hold until facilities reopen. MAS are continuing to respond to enquiries and working on an online food safety course, as face-to-face training is not possible at present.

Mr Walston met with Mrs Gower in March and provided copies of the departmental catering outlet questionnaire, guidance leaflets and the revised Food Safety Policy.

13. Report for the Sub-Committee - Farming

The Committee received and noted this report.

Mr Walston reported that the six monthly NFU audit was carried out in June. There were no urgent (red) actions. Eighteen necessary (amber) actions were identified and twelve of these have now been completed. The main outstanding items, which had been delayed due to Covid-19, are rough terrain vehicle training - arranged for November - and fire extinguisher training, which is awaited. There were five ongoing (green) actions and three of these have been fulfilled. A review of the welfare and changing facilities and lone working arrangements are the remaining two actions.

Farm Management meetings with Mr Elsdon continue to be held monthly. Health and Safety is a standing agenda item.

14. Report for the Sub-Committee - Property

Mr Moss reported that a letter had been sent to the NHS and other third party properties asking them to confirm statutory requirements ie water systems etc for Test 1 had been carried out for University departments in embedded space. It was more difficult to obtain assurances from the NHS. Water received from Addenbrooke's Hospital systems will continue to be monitored due to their aging infrastructure.

Mr Rule confirmed that a meeting with the Director of Estate Management at Addenbrooke's Hospital had taken place to discuss clearly defined responsibilities due to the number of departments embedded within Hospital accommodation. Service Level Agreements (SLAs), where responsibilities begin and end for the University and Hospital need to be agreed to provide clarification, as there are differences in opinion.

ACTION: Service Level Agreements (SLAs) need to be agreed with Addenbrooke's Hospital with regard to University department embedded accommodation.

15. Report for the Sub-Committee - Projects

There was nothing further to report.

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

This item will be removed as a standing agenda item as agreed at January's meeting.

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

No visits had taken place.

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

There were no items to report. New arrangements for water systems are to be made available.

ACTION: New arrangements for water systems to be made available.

19. Accidents and Incidents

The Committee received and noted an incident profiling report produced by Ms Getman, which was shared on MS Teams at the meeting.

Mrs Chamberlain is still Departmental Safety Officer (DSO) for the Estates Division. Reporting will be discussed as part of restructuring within the Estates Division.

Providing some company names of experts in mechanical ventilation would be helpful for the Safe Space Team. Departments need guidance so they can make decisions on ensuring appropriate mechanical ventilation is available in areas without windows. Some people need to be in a building for a long time and if this is not possible, it will affect research. CO2 monitors have been used but as buildings have been unoccupied for several months, this information cannot be relied upon to declare whether an area is safe. Mrs Gower was asked to set up a group to provide guidance on mechanical ventilation to empower departments to make a decision. A document outlining what is known about the topic, how it can be dealt with and changeable factors eg is it possible to open windows would be helpful. It would be helpful if the group could produce a help page document to test against scenarios the Safe Space Team has come across. Mr Moss has a decision making document which can be used too.

ACTION: 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.

It was noted that Insurers' guidance when starting something new or changing it is to document why the decision was made.

20. Date of next meeting

Dates for the academic year at 1400 via MS Teams on 21 January 2021 and 15 April 2021.