



9 May 2017, 1415, The Syndicate Room, The Old Schools

Present: Dr G Christie (Chair), Dr M Vinnell (Secretary),
Dr A Clarke, Ms A Eccles, Mr M Elsdon, Ms S Foreman, Dr M Glendenning,
Mr J Hulme, Dr G Martell, Mr W Smith, Dr K Tibbles, Dr M Wills and Ms L Yates.

In attendance: Mrs S Boggie.

Items for Report

1 Apologies for absence

Apologies received from: Ms S Crowe, Mr I Slack, Ms E Stone and Dr R Turner.

2 Minutes

The minutes of the meeting held on 21 February 2017 had been circulated with the agenda. The minutes were agreed and signed. (Minutes to be published on the Safety Office website).

3 Matters arising from the Minutes

There were no matters arising.

4 Report from the Occupational Health Service

The Committee received the report.

Dr Martell noted the occupational health activities for the reporting period.

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

The Committee received the report.

Ms Yates noted the consultation for the changes to the 'Ionising Radiation Regulations'; there is one expected change regarding licences of certain work – once the Regulations are confirmed Ms Yates will contact the departments concerned.

6 Report of the Sub-committee for Chemical Safety

The Committee received the report.

Mr Hulme reported that the hazardous waste contract will be confirmed at the next meeting.

The Secretary reported that the Chemical Inventory roll out is progressing well with the exception of one department which had resisted implementing the system.

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The Secretary has been in communication with the Acting Head of Department – who clarified the inventory is for statutory compliance and required by the Health & Safety Executive Committee (and in turn General Board and Council). The Secretary has yet to receive a response to this email.

Mr Smith and the Unions have received reports of certain staff being caused 'stress' due to the extra workload the inventory has created.

The University Chemical Safety Adviser explained the simplicity of the system and was surprised that this had caused excessive workload.

For those departments that do not have a database, the CAS numbers have to be manually input, however it is expected that this task would be undertaken by a number of laboratory technicians and not for the whole task to be delegated to more junior technicians.

The Safety Office acknowledges the Unions concerns and will ensure the information provided with the ChemInventory reflects how the inputting of information would be expected to be a shared; however this is a Departmental management issue and needs to be dealt with in the individual Departments concerned.

7 Report of the Sub-committee for Biological Safety

The Committee received the report.

8 Report of the Sub-committee for Physical Safety

The Committee received the report.

9 Report of the Sub-committee for Fire Safety Compliance

The Committee received the report.

10 Health and Safety Executive Committee

The Committee received the minutes of the meeting held on 7 March 2017.

11 The Health and Safety Executive and other Enforcement Agencies

The Secretary reported on the HSE follow up visit to one of the biofacilities relating to an improvement notice regarding manual handling and ULDs; this improvement notice was discharged. During this visit a member of staff who was not clean shaven was witnessed not wearing a face mask; people have to be clean shaven to ensure a good fit of a face mask which is required to be worn. UBS will undertake a programme of face fit testing; if individuals do not agree to shave, a powered respirator will be provided and must be used; the case has subsequently been discharged.

The Secretary reported on two routine visits: one from the Counter Terrorism & Security Advisers and the Environment Agency; and one from Department of Environment, Food & Rural Affairs, both routine visits were to departments on the Central Sites.

12 Codes of Practice/Guidance and Other information

The Secretary reported on the publication relating to Fieldwork is now available the document is 'Guidance' (as opposed to Policy) that supports the University Policy on Working away from Cambridge.



13 **Joint Union Safety Committee**

Mr Smith reported that the Joint Union Safety Committee continue to be invited to the biofacilities safety tour and attend those that their work commitments allow. Unite is currently recruiting safety representatives with a view to increasing the pool of representatives. Unite would welcome a meeting with staff from the Safety Office to promote closer working relationships.

Action: Safety Office and Unions to meet

Items for Discussion

14 **Accidents and Incidents.**

The Committee noted the accidents for the period January – April 2017. No further information had been requested.

15 **University Water Standard**

Ms Foreman tabled the draft Water Standard which has been developed by Estate Management in full consultation with the Biological Safety Sub-committee. This is being presented to CCFS for approval and onwards submission to HSEC for full University adoption.

To summarise the tabled document, the Standard was produced following a gap analysis carried out in 2016 in respect of compliance with the Approved Code of Practice and Guidance for The Control of Legionella Bacteria in Water Systems, known as L8.

The gap analysis, whilst identifying some good practice, also identified a number of deficiencies which included the lack of management systems to ensure compliance with L8.

This Water Standard sets out:

- The structure of how compliance with L8 will be administered within the University
- The main methods of control
- The Written Scheme which will be applied
- The Roles and Responsibilities of those charged with administering compliance with L8 and the appointment of those people
- How the University will manage risk in respect of water
- Training
- Communications
- The demarcation in responsibilities between Estate Management and Departments

A query was raised regarding the Standard being implemented in the embedded departments at Addenbrooke's Hospital; it was noted that there are a number of services the University are discussing with the Trust (meetings every 6 weeks) and confirmation of responsibilities will be communicated in due course.

Following a final check for typos, the Committee received and approved the document for onward submission to HSEC.

16 **Any Other Business**

None.



17 **Date of the next meeting**

The date of the next meeting will be Tuesday 21 November 2017 at 1415 in the **Council Room**, The Old Schools.

Future meetings: 20 February and 8 May 2018 in the Syndicate Room from 1415

Please note: Items for the next agenda need to be with the Safety Office by: Tuesday 31 October 2017.