



14 May 2019, 1415, The Syndicate Room, The Old Schools

Present: Dr G Christie (Chair), Dr M Vinnell (Secretary),
Ms A Eccles, Mr M Elsdon, Ms S Foreman, Ms C Gewert, Dr A Gilliland,
Mr J Hulme, Dr M Guha Majumdar, Dr T O'Connell Dr K Tibbles and Ms L Yates.

In attendance: Mrs S Boggie.

Items for Report

1 Apologies for absence

Apologies received from Ms S Crowe, Dr G Martell, Mrs E Stone, and Dr R Turner.

2 Minutes

The minutes of the meeting held on 19 February 2019 were circulated with the agenda. These minutes were agreed and signed.

3 Matters arising from the Minutes

There were no matters arising that do not appear elsewhere on the agenda.

4 Report from the Occupational Health Service

The Committee received the report.

Ms Crowe had submitted a request for some data relating to workplace stress cases that come to the attention of Occupational Health. For future meetings some data can be provided while maintaining patient confidentiality. The University sees mental health as a high priority for both staff and students and the work and training both proactive and reactive provided by Occupational Health, Staff Counselling and Student Counselling in support of this.

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

The Committee received the report.

Ms Yates reported on:

- The High Cross Store – the feasibility study has been completed, the proposed building work needs to be approved by the Space Management & Minor Works Committee and then reviewed by the Local Planning Office.
The Store (only) will be demolished, and a modular building located in the same area; it is important to maintain the site due to environmental permitting restrictions.

The Committee discussed the issues of the High Cross building and noted the departments that have storage, the PPE required to access some areas of the building, the recently discovered hazards (and other departments not being informed of these) and the regular checking of fire escapes.

Thanks was noted to the Estates Facilities Team that have provided both pro-active and reactive maintenance on the building, however due to the age and condition of the building there is very little more that can be achieved to extend its useable life.

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- 6 Report of the Sub-committee for Chemical Safety**
The Committee received the report.
Mr Hulme reported on the gas monitor checks (numbers held, gas types and calibration/service regime) being undertaken by departments. Departments have found this a useful exercise and this will be an annual request. This data can be included on the chemical inventory, another benefit from this electronic tool.
- 7 Report of the Sub-committee for Biological Safety**
The Committee received the report.
Dr Gilliland reported on:

 - The high number of regulatory/enforcement agency visits (6 in the last 2 months); these have all been routine visits. The Secretary thanked Dr Gilliland for her negotiations with the agencies to secure dates that allowed key departmental staff to be available for the visits.
- 8 Report of the Sub-committee for Physical Safety**
The Committee received the report.
Mrs Eccles reported on:

 - Documentation review of the Working Away policy and procedures, three months after the publication of this document, comments have been received and these are being incorporated; and there are further checks to be made regarding changes to the University insurance policy following liaison with the new University Insurance Manager when they take up their role.
 - Remit of this Sub-committee will have substantial changes due to issues that will now be reported through to the Sub-committee for Estate Safety, the new remit will be submitted (as normal) to the Michaelmas meetings.
 - Auditing – a new audit programme with a new question set has commenced and where certain issues are identified support can be provided to departments.
- 9 Report of the Sub-committee for Estate Safety**
The Committee received the report.
Ms Foreman reported on:

 - This Sub-committee is the new reporting route for fire safety.
 - The Sub-committee will evolve to provide a manageable reporting system for the issues that are discussed at the meeting.
- 10 Report of the Sub-committee on Accessibility**
The Committee received the report.
Dr Vinnell reported on:

 - All accessibility aspects are reported through this Committee.
 - The Design and Standards Brief, although finished, is under constant review.
- 11 Health and Safety Executive Committee**
The Committee received the minutes of the meeting held on 8 March 2019.

 - Minute 9, the 2nd paragraph needs amendment/clarification. Staff can opt out of the University Insurance provision by using their own insurance policy; however they cannot opt out of the management processes.



12 The Health and Safety Executive and other Enforcement Agencies

The Secretary noted 8 departments visited with a number of these being routine visits. The Chairman noted one of the visits related to changes that had been made in categorising a bacterial strain; this change has not been published nor had the University/department been notified of this change. After a visit and discussions, no action required, satisfied that security procedures are in place.

13 Codes of Practice/Guidance and Other information

The updated publications were noted.

14 Joint Union Safety Committee

No items were raised.

Items for Discussion

15 Accidents and Incidents.

The Committee noted the accidents for the period February – April 2019. No further information had been requested.

The Secretary noted that in the next academic year a new electronic accident database will be introduced and suitable reports will be provided to the Sub-committees and this Committee.

16 Any Other Business

No items.

17 Date of the next meeting

The date of the next meeting will be Tuesday 19 November 2019 at 1415 in the Syndicate Room, The Old Schools.

Future meeting dates: 25 February 2020 (please note: a week later than normal to miss half term holiday), and 12 May 2020 – in the Syndicate Room from 1415.

**Please note: Items for the next agenda need to be with the Safety Office by:
Tuesday 29 October 2019**