



17 February 2015, 1415, The Syndicate Room, The Old Schools

Present: Professor N Slater (Chairman), Mr W Hudson (Acting-Secretary),
Ms E Blair, Dr F J Blunt, Ms S Crowe, Mr M Elsdon, Ms S Foreman,
Dr M Glendenning, Dr P Grime, Mr C Lewis, Mrs B McLellan, Mr H Percival,
Dr K Tibbles, Dr M Wills and Ms L Yates

In attendance: Mrs S Boggie.

Apologies: Mr J Hulme, Dr T O'Connell, Mr W Smith, Ms E L van Gijn and Dr M Vinnell.

Items for Report

1 Apologies for absence

As noted above.

2 Minutes

The minutes of the meeting held on 18 November 2014 had been circulated with the agenda. The minutes were agreed and signed, (to be made available on the SO website).

3 Matters arising from the Minutes

Minute 9 Sub-committee for Physical Safety

Mr Hudson reported that last week a meeting with the main Departments, the Insurers and Procurement was very productive, there is scope to move forward and put the equipment testing contracts out to tender.

4 Report of the University Fire Safety Manager

The Committee received the report.

Mr Percival reported on the increase in training and training requests – this is likely to have been prompted when Fire Safety Manager were completing the Fire Risk Assessments (DOFRA).

The training at Addenbrooke's has received input from Drs Glendenning and Tibbles for embedded University staff and the training is in-line with that provided for all University staff.

DOFRAs – these were to be completed and submitted by 31 January 2015.

Dr Glendenning is processing the returns and will arrange to visit departments/buildings to resolve any outstanding issues.

Multi-occupancy buildings have been difficult to receive full details and for the next DOFRA submission, there will be a separate form for multi-occupancy buildings.

5 Report from the Occupational Health Service

The Committee received the report.

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

The Committee received the report.

Ms Yates reported on HASS meeting, the Department of Medicine has security upgrades to implement which are reasonable, joint request from the Environment Agency / Counter-Terrorism Security Advisers.

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WBIC – proposal to replace PET scanner, there is a tight procurement deadline, equipment – this equipment is to be installed by March 2016. After a meeting this morning the radiation protection planning details have to be submitted by 23 March 2015. Ms Yates is liaising with the department regarding specific details to determine whether information can be provided within the time-scale required.

The Committee noted Ms Yates concern over the tight deadline for radiation protection planning and that there had been no contact from an EM Project Manager.

7 Report of the Sub-committee for Chemical Safety

The Committee received the report.

8 Report of the Sub-committee for Biological Safety

The Committee received the report.

Dr Wills reported on the issue of vaccination and Immunisation, after lengthy discussion at the Sub-committee

Dr Grime will discuss with colleagues and reported that Occupational Health are currently producing/issuing a vaccination policy which will be sent to the Sub-committee and this Committee in due course

9 Report of the Sub-committee for Physical Safety

The Committee received the report.

Pressure Vessel Contract – discussed under Minute 3.

HSE updated publication 'A guide to workplace transport safety'

<http://www.hse.gov.uk/pUbns/priced/hsg136.pdf> this was noted in relation to the on-going transport issues on West Cambridge Site.

10 Health and Safety Executive Committee

The Committee noted the item under Minute 7 AOB relating to overseas travel – this item is being referred back to HSEC at their next meeting.

11 The Health and Safety Executive and other Enforcement Agencies

The Secretary reported on the recent visits by the enforcement agencies: inspections and a meeting to discuss a video clip (available on the web). Due to the appropriate actions taken by staff in the Safety Office, the visit resulted in no action by the Senior HSE Inspector; the Secretary noted his thanks to Mr Hulme who had undertaken liaison with the individual and department.

The Secretary also noted that our local inspector was currently on sick-leave but was expected to return to work in June.

12 Codes of Practice/Guidance and Other information

The new Policy and Guidance on Health Surveillance (circulated via email) was noted, as were the updated publications.

13 Joint Union Safety Committee

It was noted that although this JUSC has not meet recently, representatives from the Unions bring items of concern to this Committee, and the representatives will discuss whether a JUSC meeting is appropriate.



Items for Discussion

- 14 **Accidents and Incidents.**
The Committee noted the accidents for the period October – December 2014. No further information had been requested.
The Committee noted that only 3 accidents were reported, due to the changes in RIDDOR there were reduced number of reportable accidents. All Sub-committees receive reports with a larger number of accidents.
- 15 **Any Other Business**
None.
- 16 **Dates for the next academic year**
The following dates have been provisionally booked in the Syndicate Room at 1415
17 November 2015
16 February 2016
10 May 2016
- 17 **Date of the next meeting**
The date of the next meeting will be Tuesday 12 May 2015 at 1415 in the Syndicate Room, The Old Schools.

Please note: Items for the next agenda need to be with the Safety Office by Tuesday 21 April 2015.