



**19 February 2019, 1415, The Syndicate Room, The Old Schools**

Present: Dr G Christie (Chair), Dr A Gilliland (Acting Secretary),  
Mr R Canales, Ms S Foreman, Mrs A Gower, Mr J Hulme, Mr M Guha,  
Dr T O'Connell, Mr W Smith and Ms L Yates.

In attendance: Mrs S Boggie.

### **Items for Report**

**1 Apologies for absence**

Apologies received from Ms A Eccles, Mr M Elsdon, Dr M Glendenning, Mr J Harding,  
Dr G Martell, Mrs E Stone, Dr K Tibbles and Dr M Vinnell.

**2 Minutes**

The minutes of the meeting held on 29 November 2018 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.

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

The Committee received the report.

Ms Yates reported on:

- A member of staff who received a significant whole body dose; a formal investigation is being carried out and documented.
- Engineering problems relating to the transfer and waste systems; these are being investigated and a chemical engineering consultant is undertaking an independent review.
- The High Cross Store – a further feasibility study is being undertaken.

**6 Report of the Sub-committee for Chemical Safety**

The Committee received the report.

Mr Hulme reported that the hazardous waste contract is back on track with two full-time operatives in Cambridge.

Dr O'Connell asked for some information regarding the chemical inventory as it had been discussed at a technical meeting that she had recently attended.

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**7 Report of the Sub-committee for Biological Safety**

The Committee received the report.

Dr Gilliland reported on:

- The HSE visit in relation to a SAPO application for a SAPO3 agent. The licence has been granted - received on 18/02/2019.
- The HSE visited Veterinary Medicine as part of its routine visits regarding Containment Level 3 facilities.
- The Human Tissue Act inspection undertaken in November 2018. The University has met all the standards and the HTA has published the report on its website.
- The CTSA visited Veterinary Medicine as part of its routine visit schedule. A letter and report will follow in due course.
- The water safety standard was been submitted to the Sub-committee for comments. Water safety will be included in the remit of the new Sub-committee for Estate Safety (Minute 11).

There were concerns noted on the relationship between UoC and the NHS Trust regarding the management responsibilities for all matters relating to safety and compliance, not just water supply and hygiene. This is an ongoing issue and Estate Management are currently liaising with NHS Trust to clarify lines of responsibility.

**Action: update re UoC and NHS Trust responsibilities – Estate Management**

**8 Report of the Sub-committee for Physical Safety**

The Committee received the report.

Mr Hulme reported on:

- The new guidance documentation for students working away from Cambridge. There was a discussion regarding risk assessments and provision of insurance. The guidance document is due to be reviewed after 3 months (March/April) as part of its on-going development. Dr O'Connell felt that currently the requirement for risk assessment is not prominent enough on the insurance application. This consideration will be included in the review to be carried out by the sub-committee in due course.

The question was also asked as to whether there is input from the Insurance section into the Study Away Risk Assessment Committee (SARAC). (Post meeting note: more information on SARAC is available on: <https://www.safeguarding.admin.cam.ac.uk/policy-and-guidance/study-away-risk-assessment-committee>)

**Action: suggestions as above and further work within the UAS – Safety Office to initiate**

- Cryogenic paperwork – departments will be asked to confirm that they have or are working towards a full schematic drawing of where pipework goes through their building(s). There is one department that requires its pipework to be replaced and the Director of Health & Safety will be contacting the Head of Department to ensure this is undertaken as a matter of urgency.

**Action: Director of Health & Safety to contact the Head of Department**



**9 Report of the Sub-committee for Fire Safety Compliance**

The Sub-committee did not meet during Lent term; a report was tabled.

Ms Foreman reported on:

- The recommendations published on Phase 1 of the Grenfell Tower Enquiry - there may be some legislative changes but the exact impact is unknown.
- There have been three recent audits undertaken by the Cambridge Fire and Rescue Service. Two pre-occupation checks have been carried out and the buildings will be re-audited following occupation after 6 months. A request has been made by CFRS to assess North Range Building once it is handed over.
- During 2018 CS Todd have continued to carry out fire risk assessments; they have undertaken: initial fire risk assessment - 84 and re-surveys - 43.
- BBC Fire Protection are delivering the Fire Safety Awareness, Fire Warden and Extinguisher Training – 50 courses completed. Fire Manager training continues to be delivered by the Fire Safety Adviser.

Dr Gilliland asked for further details regarding the CFRS visit to Chemical Engineering & Biotechnology following a fire. Estate Management were informed of the visit and implied that there would be a member of staff in attendance. After the visit the Safety Office were informed that only the departmental staff met with and accompanied the CFRS on their visit. Ms Foreman was not sure of the full details of the visit and will follow up on this issue and update the Committee.

**Action: Ms Foreman to provide an update**

**10 Report of the Sub-committee on Accessibility**

The Committee received the report.

**11 Sub-committee for Estate Safety**

The Committee received the Remit and Membership.

Ms Foreman explained the reasons for establishing this new Sub-committee. As it will include fire safety, the Sub-committee on Fire Safety Compliance will be disbanded.

There are 84 areas of compliance which fall into 10 main categories. A number of these issues are currently reported under the various Sub-committees and the newly formed Sub-committee will bring all of these issues together. The main areas that will be reported (not exclusively) are: **Water safety and hygiene, Asbestos, Fire, Electrical, and HVAC (heating, ventilation and air-conditioning)**. Other items that will arise from time to time eg: catering, the farm, accommodation.

Membership: the Safety Office will provide a number of Advisers dependent on topics and availability; other membership category nominations will be requested.

The Chair asked for the main areas to be noted on the Remit and a standing agenda to be provided. The Remit and Membership was agreed and will be forwarded to HSEC.

**Action: HSEC to receive the Remit and Membership and note the 5 main areas (in red)  
Safety Office to request nominations**



## 12 **Health and Safety Executive Committee**

The Committee received the minutes of the meeting held on 4 December 2018.

The Unions raised concerns that Wellbeing had been removed from the University Health and Safety Policy. There are a number of staff that are receiving wellbeing services due to stress, however removing wellbeing from the policy may make issues (like stress) less clear and with individuals not knowing whom to contact i.e. the Safety Office or HR. Mr Guha, the Graduate Union rep agreed with this issue.

Mr Smith also noted that 'our Cambridge' had very few wellbeing improvements.

The stress tool was an initial step in the right direction but more needs to be done as there is a cultural problem.

**Action: These comments will be noted to HSEC**

## 13 **The Health and Safety Executive and other Enforcement Agencies**

The Acting Secretary noted 5 visits, including some noted under the Sub-committee reports. The visits were standard visits with minor points (if any) raised.

## 14 **Codes of Practice/Guidance and Other information**

The new publications were noted.

## 15 **Joint Union Safety Committee**

Concerns as noted in Minute 12.

## **Items for Discussion**

## 16 **Accidents and Incidents.**

There have been no RIDDOR reportable incidents reported since the last meeting.

## 17 **Any Other Business**

### 17.1 **Graduate Safety Training**

The Acting Secretary reported on the training currently provided, which is for graduates in scientific departments. It is the Safety Office's intention to provide general safety training to all graduate students, which will include a pre-requisite for students having viewed an on-line training session, and then a brief round up of the main points being provided in a face-to-face session.

The on-line training will be developed in the next year and other safety training courses may also be made available on-line.

Dr O'Connell welcomed this initiative, which would be very helpful to students in the School of Humanities & Social Sciences, while requesting for liaison with departments and Colleges for the planning of this training. It was noted that departments and colleges are reminded every year of when the graduate training takes place, however there are a few students who are asked to attend departmental/college events at the same time.



# UNIVERSITY OF CAMBRIDGE

Occupational Health and  
Safety Service

**18 Dates for the next academic year**

The following dates have been provisionally booked:

19 November 2019, 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.

**19 Date of the next meeting**

The date of the next meeting will be Tuesday 14 May 2019 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 23 April 2019**