



18 November 2014, 1415, The Syndicate Room, The Old Schools

Present: Professor N Slater (Chairman), Dr M Vinnell (Secretary),
Ms E Blair, Dr F J Blunt, Ms S Crowe, Ms S Foreman, Mr W Hudson,
Ms E L van Gijn, Dr A Gilliland, Mr C Lewis, Dr T O'Connell, Mr H Percival,
Ms L Sebastiani, Ms S Gupta, Dr K Tibbles and Dr M Wills.

In attendance: Mrs S Boggie.

Apologies: Mr M Elsdon, Dr M Glendenning, Mr J Hulme, Mrs M-J Robinson, Mr W Smith
and Ms L Yates.

Introductions: Members of the Committee introduced themselves, as there were new members
and representatives of appointed members attending.

Items for Report

1 Apologies for absence

As noted above.

2 Minutes

The minutes of the meeting held on 13 May 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 8 Sub-committee for Biological Safety

Dr Tibbles spoke about the Containment Level 3 Facilities issues that arose at the May
meeting and it was agreed that this topic would be added to the CCFS agenda to ensure
the Committee was kept informed.

Minute 9 Sub-committee for Physical Safety

Mr Hudson reported that the request for one nominated engineer from Allianz to attend to
all University business had previously been considered but not agreed, further information
on Allianz issues in Minute 9.

4 Report of the University Fire Safety Manager

The Committee received the report.

Mr Percival drew the Committees attention to:

The single point of contact at Cambridge Fire & Rescue Service (CFRS) will be retiring at
the end of this year and at a meeting next week University staff will meet the new contact.
Discussions with the new contact will help build a good working relationship and confirm
the CFRS approach to be taken.

A request for the Departmental Operational Fire Risk Assessments to be completed has
been issued, with a target response date of 1 December 2014.

During the recent Industrial Actions there were no issues, however in this time there were
no hot works permitted.

Tour de France – the day passed without incident, Mr Percival thanked those involved in
the planning and attendance on that day as
CFRS treated it as a normal day with the
requirements of Call Challenging needing to
be met.

The Chairman thanked Mr Percival for the
report.

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- 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.
- 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.
Stevenage Bioscience Catalyst (SBC) – further to discussion at HSEC in June, the Director of Health and Safety contacted SBC and Rules of Engagement agreed.
- 9 **Report of the Sub-committee for Physical Safety**
The Committee received the report.
Pressure vessels – at the beginning of 2014 good progress was being made with Allianz and the inspections and examination of equipment. In the last 3 months there has been a decline in the performance. The Committee (CCFS) expressed concern about this situation. Mr Hudson is due to discuss the issues with the University Insurance Manager; the contract is due for renewal next year.
- 10 **Remits of the Sub-committees**
The remits were all accepted with a minor amendment to the Sub-committee for Physical Safety, 'Workplace Hazards', would be corrected to 'Workplace Transport'.
- 11 **Health and Safety Executive Committee**
Minutes of the meeting held on 9 June 2014 – the Committee received the minutes.
Stevenage Bioscience Catalyst – noted in Minute 8.
- 12 **The Health and Safety Executive and other Enforcement Agencies**
The Secretary reported on the recent visits by the enforcement agencies: inspections, review of work and security related issues.
- 13 **Codes of Practice/Guidance and Other information**
The most recent publications and updates were noted.
The Secretary reported on the updated website: <http://www.safety.admin.cam.ac.uk/>
- 14 **Joint Union Safety Committee**
Mr Smith was unable to attend this meeting but submitted a letter to the Chair regarding issues relating to vehicular and pedestrian management on the West Cambridge Site. There had recently been a road traffic collision in a car park, one IP has possible whiplash injuries and considerable vehicle damage.

This matter has been raised and discussed at the West Cambridge Site Committee (WCSC) last week and further to this Mr Hudson (Chair of WCSC) had been informed there is a Working Group looking at Transport on West Cambridge / Madingley Road / North West Cambridge – Mr Hudson to be involved in this Working Group, meeting date to be confirmed (there have been a number of pedestrian / cyclist collisions reported).



The hedge has been trimmed to ensure better visibility.

Agreed that signage does need improvement as the site develops.

New road crossing on Madingley Road (at J J Thompson junction) to be installed by end of 2015.

Items for Discussion

15 Accidents and Incidents.

The Committee noted the accidents for the period April 2014 – October 2014. No further information had been requested.

16 Any Other Business

None.

17 Date of the next meeting

The date of the next meeting will be Tuesday 17 February 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 27 January 2015.