



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

Present: Professor N Slater (Chairman), Dr M Vinnell (Secretary),
Ms S Foreman, Dr M Glendenning, Mr J Hulme, Dr P Grime, Dr A Gilliland,
Mr H Percival, Dr K Tibbles, Dr M Wills and Ms L Yates

In attendance: Mrs S Boggie.

Apologies: Ms S Crowe, Ms S Gupta, Mr W Hudson and Mr C Lewis.

Items for Report

1 Apologies for absence

As noted above.

2 Minutes

The minutes of the meeting held on 12 May 2015 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 7 Sub-committee for Chemical Safety

The Secretary noted the post meeting minute regarding DSO access to safety training records.

Minute 15 Any Other Business, Staff Appraisals

Ms S Crowe had sent her apologies for this meeting; the information on the most effective way of promoting a safety culture to be deferred and will be a matter for discussion at the next meeting.

4 Report of the University Fire Safety Manager

The Committee received the report.

Dr Glendenning highlighted that the new contractor had begun a programme of Fire Risk Assessments looking at all areas including compliance, training, competency, Fire Safety Manager's relationship with their HoD, Personal Emergency Evacuation Plans and DSEAR assessments.

The Secretary reported that this Committee will receive information regarding the formation of a Sub-committee for Fire Safety which will rationalise reporting to CCFS and to the Health and Safety Executive Committee.

The Sub-committees that already consider Fire Safety as part of business would continue to do so.

5 Report from the Occupational Health Service

The Committee received the report.

The Secretary reported that Mrs M-J Robinson has now left the University due to personal reasons.

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

The Committee received the report.

Ms Yates reported on extra security measures required by CTSA and the Environment Agency (EA) in a department; the extra security requested had been installed.

Extra information was also provided regarding some historical contamination identified at the Old Cavendish during routine monitoring prior to building work. A specialist contractor was employed and a small quantity of contaminated stonework was removed and disposed of; the EA inspector had been informed. The Chair asked about other possible historic contamination, Ms Yates reported on the 2009 extensive survey undertaken (by HPA, now Public England) and the information held; the survey team confirmed that the monitoring and dust samples that are routinely undertaken (with further monitoring before/during building work) are appropriate testing methods.

7 Report of the Sub-committee for Chemical Safety

The Committee received the report.

Mr Hulme reported on the number of eye splash incidents that continue to be reported; after some discussion the Committee supports the Sub-committee in requesting DSOs to be asked to undertake risk assessment to identify areas that require mandatory eye protection.

Mr Hulme thanked Mr Elsdon for his eye protection promotion in departments in the School of Biological Sciences.

8 Report of the Sub-committee for Biological Safety

The Committee received the report.

Dr Wills reported on the update to the remit regarding compliance and safety legislation reporting.

The Sub-committee received and commended a draft CoP on Staff Immunisation and infection screening policy from Occupational Health, which will soon be finalised and Dr Wills thanked the Occupational Health team for this document.

The Biological Safety Practitioner Level 1 (4 day) course, in conjunction with MRC-LMB is being run in December, as the places are limited and subsidised by the Safety Office selected attendees were targeted in the first instance for attendance at this course.

Dr Gilliland reported on the scheduled HSE visits next week.

The SAPO licence recently applied for has been received from the HSE.

The Human Tissue Act administration has been transferred from Pathology to the Safety Office; with Dr Vinnell as the Designated Individual and Dr Gilliland as the Corporate Licence Holder Contact. Dr Gilliland has been undertaking internal audits; the University is expecting a visit from the Licencing Authority in the near future.

9 Report of the Sub-committee for Physical Safety

The Committee received the report.

10 Remits of the Sub-committees

The remits were all accepted. The addition to the Sub-committee for Biological Safety: "To review and monitor issues of compliance and safety legislation and report relevant proceedings to the Consultative Committee for Safety" it was suggested that all the Sub-committees should consider including this (or similar) in their remits when next reviewed.



- 11 **Health and Safety Executive Committee**
Minutes of the meeting held on 2 June 2015
- 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 welfare issue regarding the plan to charge staff car parking charges. The Committee noted that the issue will be addressed when the charges are formally discussed at a later date.

Items for Discussion

- 15 **Accidents and Incidents.**
The Committee noted the accidents for the period April 2015 – October 2015. 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 16 February 2016 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 26 January 2016.