



21 November 2017, 1415, The Council Room, The Old Schools

Present: Dr G Christie (Chair), Dr M Vinnell (Secretary),
Dr A Clarke, Ms S Crowe, Ms A Eccles, Mr M Elsdon, Dr M Glendenning,
Mr J Hulme, Dr G Martell, Mr W Smith, Dr K Tibbles, Dr R Turner Dr M Wills and
Ms L Yates.

In attendance: Mrs S Boggie.

Items for Report

1 Apologies for absence

Apologies received from Ms S Foreman, Ms E Stone and Graduate Union President.

2 Minutes

The minutes of the meeting held on 9 May 2017 had been circulated with the agenda, with two minor changes noted.

Dr Turner asked for clarification regarding the wording relating to face-fit testing, with some minor changes to the wording agreed. (Minutes to be published on the Safety Office website).

3 Matters arising from the Minutes

There were no matters arising.

4 Report from the Occupational Health Service

The Committee received the report.

Dr Martell noted the occupational health activities for the reporting period highlighting: respiratory / skin health surveillance programmes – surveillance for one person working with silica; and an update on the global shortage of hepatitis B vaccine - Occupational Health have temporarily suspended the vaccination programme, with a catch up programme when stocks are available.

Mr Elsdon noted the number of workers reporting allergy type symptoms on the animal 'allergy health surveillance programme' and asked for clarification that the figure was for existing staff – Dr Martell confirmed the figure incorporated new and existing staff; Dr Turner clarified the wording in the noise health surveillance programme information, and that 'hearing conservations areas' to be referred to as 'designated areas'; this change was agreed.

Dr Tibbles requested further details relating to workplace assessments and musculo-skeletal issues, Dr Martell reported that an OH referral triggers a workplace assessment visit. Dr Martell would provide further details at the next meeting.

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

The Committee received the report.

Ms Yates reported on IR Regulations proposed changes, several drafts have been commented on although a final version is not yet available – new regulations will come into force in 2018.

Ms Yates reported that a member of staff received a whole body effective dose in excess of the formal dose investigation level; a formal investigation report has been written as required under IRR99.

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

The Committee received the report.

Mr Hulme noted that the last Sub-committee had not met as it was non-quorate, therefore the Secretary reported his own summary report, noting that the chemical inventory continues to be rolled out and the original deadline of 31/12/17 for inputting of information was to be extended; and that the hazardous waste contract had been awarded – renewed to Biffa with two Cambridge based operatives being assigned to the University.

Dr Martell, reported on the policies relating to the administration of medicinal oxygen, clarifying that the training needs to be renewed annually, Mr Hulme agreed to write to those staff that have in the past been trained and copied to DSOs to remind them of the training requirements.

ACTION: Mr Hulme to write to certain first-aiders and DSOs

Dr Glendenning asked for clarification as to the charging mechanisms for Departments that requested bulk chemical disposal from the Safety Office. The Director confirmed that this was at his discretion should the amount be significant and unplanned.

Mr Elsdon reported that some SBS Departments had raised concerns that they were not able to complete the chemical inventory within the deadline, however as noted above this deadline has now been extended.

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

The Committee received the report.

Dr Wills noted the retirement of the Secretary: Linda Hinton-Mead, and thanked her for her work supporting the achievements of this Sub-committee.

It was noted that the Memo relating to 'biological incidents' had not yet been distributed.

ACTION: Memo to be followed up and distributed.

Mr Smith commented on the variability of the quality of reports/investigations from Departments. The Secretary recognised this variability and confirmed that the Safety Office chases Departments for information should it be deemed inadequate. The Secretary noted that the accident reporting system was being reviewed with reporting to be electronic and in the future, information/investigations to be bench-marked with other similar organisations. The Secretary confirmed that a CL3 specialist is to be contracted for relevant EM projects to ensure laboratories are compliant.



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

The Committee received the report.

Mrs Eccles noted the Safety Office publication 'Guidance on Fieldwork' and the Student Registry document 'University Policy to Safeguard Students Studying and Working Away'. Dr Clarke requested if he could have a copy of this information.

https://www.educationalpolicy.admin.cam.ac.uk/files/approved_working_away_policy_and_procedures.pdf

ACTION: Secretary to forward information to Dr Clarke

There has been a number of pressure vessels reported as being out of inspection over the summer months, but work is underway to rectify this; and a number of University assets do not appear on the contractors list but is currently being updated.

Occupational Health reported a 54% increase in musculoskeletal related referrals in the last year, mainly from computer use, although this is mainly due to better use of self-assessments and awareness.

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

The Committee received the report.

Dr Glendenning reported that no new legislation has been produced to date.

Cambridgeshire Fire & Rescue Service have undertaken 3 compliance visits with minor remedial actions noted and rectified.

Fire Training has been reviewed to look at how training can be more risk focussed and a new contractor (BBC) will commence from January 2018 providing general fire training whilst Dr Glendenning will provide the Fire Safety Managers training (from November 2017).

Building cladding within the University Estate: due to the height, use and occupancy of the few buildings that have cladding, it does not present a risk to safety and thus can continue to be occupied.

The Chair asked for an update on Fire Risk Assessments – these are being undertaken by a contractor and they are distributed at the time of completion; however until they can be transferred onto the MiCad or similar system they are not being automatically updated.

The Secretary requested that Mr Hulme, Dr Glendenning and BBC discuss how best to provide ongoing live fire training and provide a report on progress to the next Committee.

Action: Mr Hulme, Dr Glendenning and BBC to meet and report back at the next meeting.

10 **Sub-committee Remits**

The remits were all accepted.

11 **Health and Safety Executive Committee**

The Committee received the minutes of the meeting held on 1 June 2017.

Ms Crowe asked for sight of the Health & Wellbeing Annual Report which the Secretary confirmed was available on the website. The Secretary clarified that the formal reports are submitted via HR Committees but also noted at HSEC due to the Staff Counselling Service and Occupational Health Service being part of OHSS.

<https://www.wellbeing.admin.cam.ac.uk/files/report.pdf>



Dr Clarke noted that there appeared to be little cross-Department discussion; the Safety Office will ask Paul Cole, EM site representative for a contact group to be set-up.

ACTION: Safety Office to contact EM

12 The Health and Safety Executive and other Enforcement Agencies

The Secretary noted the 4 regular inspections that had taken place since the last meeting.

13 Codes of Practice/Guidance and Other information

The new and updated publications were noted and also updated publication HSD075F.

14 Joint Union Safety Committee

Mr Smith reported that the Unions attention currently remains with employment issues and a meeting will be set-up to ensure a closer working relationship and the Joint Union Safety Committee will endeavour to have a committee meeting.

Action: Safety Office and Unions to meet

Items for Discussion

15 Accidents and Incidents.

The Committee noted the accidents for the period May – October 2017. No further information had been requested.

One incident was discussed due to a cylinder leak over the weekend and departmental staff and security staff going into a building without knowing why an alarm had been triggered. The cylinder and regulator have been replaced and considerations will be given regarding Departmental management systems; and Working Out of Hours although the agreement was that Departments are responsible for ensuring appropriate management systems are in place.

16 Any Other Business

1. Dr Turner asked if the University Health & Safety policy was due to be updated; the Secretary confirmed that an updated policy was due to be submitted via the HSEC for the new Vice-Chancellor to sign with minor changes to appendices only.
2. The Secretary reported on an issue at the Museum of Classical Archaeology further to the strong winds in October whereby the building had appeared to suffer some structural damage; The Secretary will discuss with Sarah Foreman to take this action forward, including arranging for further surveillance and monitoring work to be undertaken.
3. The Secretary reported that Staff Counselling has recently relocated to 17 Mill Lane, (noting the differences between the two counselling services). Staff Counselling is part of OHSS and has expanded due to referrals, and staff are involved with the WellCAM incentives.



4. The Secretary reported that Mrs Eccles from the Safety Office is currently undertaking a review of First Aid provision throughout the University estate including all training including the mental health first-aider training.
5. The Secretary reported that there has been various conversations regarding the use/storage of epipens for use in an emergency. The university does not allow departmental purchase /storage/use of these, unless a personal arrangement is made for individuals with a health condition. There is a recent publication regarding anaphylaxis treatment via the use of epipens - this is a college policy.

17 **Date of the next meeting**

The date of the next meeting will be Tuesday 20 February 2018 at 1415 in the Syndicate Room, The Old Schools.

Future meeting: 8 May 2018 in the Syndicate Room from 1415

Please note: Items for the next agenda need to be with the Safety Office by: Tuesday 30 January 2018.