



29 November 2018, 1415, The Council Room, The Old Schools

Present: Dr M Vinnell (Acting-Chair and Secretary),
Mr R Canales, Ms S Crowe, Ms A Eccles, , Ms S Foreman, Dr A Gilliland,
Mrs A Gower, Miss S Hewson, Mr J Hulme, Dr K Tibbles, and Ms L Yates.

In attendance: Mrs S Boggie.

Items for Report

1 Apologies for absence

Apologies received from Dr G Christie, Mr M Elsdon, Dr M Glendenning, Mr J Harding,
Dr G Martell, Dr T O'Connell, Miss C Pungong, Mrs E Stone, Dr R Turner and Dr M Wills

2 Minutes

The minutes of the meeting held on 8 May 2018 had been 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.

The Committee noted the information reported on Accidents / Incidents which included
sharps injuries, exposure incidents and musculo-skeletal injuries; for future meetings more
details on these should be available to the Committee (even if this information is just a
verbal report.)

The Committee also discussed the stress assessment tool which will be promoted for use
proactively rather than reactively, subsequent to an Occupational Health or Staff
Counselling referral, in support of the University's mental health awareness campaign for
both staff and students.

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

The Committee received the report.

Ms Yates reported on:

- The enforcement visit by the HSE regarding laser safety (Control of Artificial Optical Radiation at Work Regulations 2010). A Notification of Contravention was issued to the University on the basis of failure to make suitable and sufficient risk assessments specifically regarding open beams (a lack of enclosures and over-reliance on PPE). Although the Department of Chemistry was specifically mentioned in the NoC, the points raised are applicable to all departments.
- A RIDDOR reportable incident due to a mechanical fault, the HSE Inspector is satisfied with the actions taken by the Department.

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- The elevated radon levels in an area that contains museum items that contain radium sources. The HSE Inspector was informed and is satisfied with the actions being taken to review and improve ventilation.

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

The Committee received the report.

Mr Hulme reported on implementation of the Chemical Inventory in Departments; next year departments will be requested to confirm that they are using an inventory to ensure compliance.

Mr Hulme reported on comments regarding staff and students who attend the chemical safety training but have not received fire extinguisher training. The Acting-Chair asked the EM Head of Facilities to confirm with the contractor that we expect all Fire Safety Awareness Training to be both the classroom based session and the hands-on fire extinguisher training as a package.

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

The Committee received the report.

Dr Gilliland reported on the recent HTA inspection with the final written report still to be received; the verbal report from the Inspectors indicated an excellent degree of compliance. The Acting-Chair reported that the Safety Office is currently recruiting a new member of staff to assist the biological section as the Safety Office takes on more roles relating to 'regulated facilities'.

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

The Committee received the report.

Mrs Eccles reported on the new fieldwork document that has been produced by the Student Registry which brings together information for staff and students working away from Cambridge. The document was submitted to the General Board Education Committee; there were minor issues raised by some departments and colleges which will be resolved prior to publication.

Mrs Eccles confirmed that this new system could take up to 12 months to be embedded within departments.

The Committee approved this document for forwarding to HSEC.

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

The Sub-committee did not meet during Michaelmas term and there is no report.

The Acting-Chair reported that this Sub-committee will be subsumed into a new Sub-committee on Estate Safety, which will include issues such as: fire, water safety and asbestos.

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

The Committee received the report.

The University is finalising procurement of AccessAble, a company that will survey the University Estate and provide information (via their app) on the accessibility of buildings for those with physical disabilities.



Miss Hewson reported that CUSU's Disability Officer had recently published 'To boldly go where everyone else had gone before' – Wheelchair and Step-free Access in the Collegiate University: <https://www.disabled.cusu.cam.ac.uk/wp-content/uploads/2018/11/'To-boldly-go-where-everyone-else-has-gone-before'-Wheelchair-Step-free-Access-in-the-Collegiate-University-1.pdf>

11 Sub-committee Remits

The remits were all accepted.

12 Health and Safety Executive Committee

The Committee received the minutes of the meeting held on 29 June 2018.

Minute 9.2 – the Acting Chair reported on the charges relating to vaccinations, PHE in previous years have funded Rabies vaccines for vet students (only) going on extramural placements, this group of students are now having to pay for these vaccines as agreed following discussions with the Vet School

Occupational Health clarified that all staff and students who are seen within the OH service for travel advice are advised following a risk assessment what vaccinations they need for their destination. The cost of vaccines for staff and post graduate students travelling for University business e.g., research work, conferences or field trips, is charged directly to the individual and they are responsible for recouping costs from their departments/ grants. Vaccination and serology costs supplied by OH for elective travel purposes are charged directly to the medical and veterinary students.

Minute 3 – the Committee was informed that the word Wellbeing was not included in the Health and Safety Policy as there is a separate Wellbeing Policy.

13 The Health and Safety Executive and other Enforcement Agencies

The Secretary noted 7 visits some noted under the Sub-committee reports, the other visits were standard visits with minor points (if any) raised.

14 Codes of Practice/Guidance and Other information

The new and updated publications were noted.

Guidance for Travel, Fieldwork and Working Away from Cambridge – (see Minute 8 above) the Committee approved the document and passed to HSEC.

15 Joint Union Safety Committee

Mr Canales as a new member of this Committee requested the best way to contact the Safety Office, the Acting-Chair confirmed that by telephone or email via the main Safety Office details (tel: 33301 or safety@admin.cam.ac.uk) or to contact members of the Safety Office directly, including himself.

Items for Discussion

16 Accidents and Incidents.

The Committee noted the accidents for the period May – October 2018. No further information had been requested.



UNIVERSITY OF CAMBRIDGE

Occupational Health and
Safety Service

17 Any Other Business

No items.

18 Date of the next meeting

The date of the next meeting will be Tuesday 19 February 2019 at 1415 in the Syndicate Room, The Old Schools.

Future meetings: 14 May 2019, 1415 in the Syndicate Room, The Old Schools.

**Please note: Items for the next agenda need to be with the Safety Office by:
Tuesday 29 January 2019**