

20 January 2015, 1415 in the Seminar Room, Safety Office at 16 Mill Lane.

Present: Mr W Hudson (Acting Chair)
Mr M Elsdon, Dr P Grime, Mr J Hulme, Dr M Maunders, Mr H Percival,
Dr K Tibbles, Dr L Tiley, Dr M Vinnell and Ms R Williams.

In attendance: Mrs S Boggie

1. Apologies and Introductions

Apologies received from: Dr F J Blunt, Ms S Crowe, Dr M Glendenning and Mrs M-J Robinson.

2. Minutes of the Sub-committee meeting held 21 October 2014

The minutes were agreed and signed.

3. Matters arising from the minutes

Minute 7 – Asbestos & Mercury Working Group – Mr Hudson to produce a report on the duty of care audits to external asbestos contractors when all the visits have been completed.

Minute 7 – Asbestos & Mercury Working Group – Mercury annual summary, report to be circulated by the end of January.

Minute 8 – Toxic Gas Monitoring – the Secretary asked for clarification regarding the information that was agreed at the last meeting, it was confirmed that the information listed was agreed and this will be included in the revised policy.

4. Chairman's Items

The Chairman reported that he and the Secretary have a meeting on 23.01.15 with Mr C Taylor, HSE Inspector. It follows the filming of graphene being used in an open laboratory. There are unconfirmed reports that this filming was staged, and that it wasn't graphene being used and the film crew requested people not to wear their lab coats.

5. Hazardous Waste

The Secretary reported that the contract with Enviroco appears to be working well, no issues have been identified. A duty of care visit is being arranged. The Safety Office received monthly KPIs: there are no red status items.

6. Asbestos & Mercury Working Group

Mr Percival reported that the next meeting is currently being arranged.

The annual programme is complete and the next re-inspection list is being reviewed. There are no university issues and the active management systems are ongoing.

The Chairman reported that there was an incident at Queens College when work was suspended due to asbestos being discovered, it was reported to the HSE. The HSE Inspector will be attending the next Bursar's Fire Protection and Health and Safety Committee to provide advice.

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7. Health Surveillance Policy

The draft policy had been circulated with October's minutes and again with today's agenda. There were a number of suggestions discussed at the meeting, these included cross-referencing publications HSD021C and HSD067C; on the COSHH Health record form (page 2) expanding the Risk Phrases / Hazard Statements, adding another column and renaming the form 'chemical' - not COSHH (Sub-committee for Biological Safety to discuss their needs).

All comments to be sent to Liz Smith at Occupational Health by 30.01.15.

8. Occupational Health Report

Dr Grime reported on the extraction issues in Engineering, the LEV is working but there are a few other issues still to be progressed.

LEV audits undertaken by the Safety Office indicate that departmental tests are not carried out.

9. Training

The Secretary reported that some departments were not sending staff to the chemical safety training. It was agreed that the Secretary would send an email to DSOs in scientific departments and for those departments that did not send staff on the training course the Director of Health and Safety would contact the department's HoD.

10. Fire Safety

Mr Percival circulated a brief report, noting:

the Departmental Operational Fire Risk Assessment returns deadline extended to 31.01.15
fire safety incidents - activations reported to the Fire Safety Compliance Officer and
incidents reported to the Safety Office

Fire Safety Compliance Group develop and monitor the University fire management action plan.

11. Accidents and Incidents

The Secretary reported on one incident that had involved 17 report forms, due to this incident Mr Elsdon undertook a review/report – Mr Elsdon was thanked by the Chairman.

12. Any other Business

12.1 Policy for Segregating Chemicals in Storage

The Committee discussed segregation of chemicals, prioritising hazards and being aware of drips/fumes.

12.2 Ordering chemicals through i-Proc

The Secretary is yet to follow this up with Purchasing Office to find out if plastic coated glass bottles can be blocked on the i-proc system, however when certain items are blocked people will try/find a way around the block.

Secretary to report back to next meeting

12.3 Acetylene

There are revised regulations for acetylene

<http://www.hse.gov.uk/fireandexplosion/acetylene.htm>

12.4 New Buildings – Biomedical Campus

There are currently three projects underway: Bellatrix, Capella and Gemma.

Mr Elsdon is being sent documentation/information, if you have any concerns please contact him.

13. Dates of future meeting

14 April 2015 at 1415 in the Safety Office, 16 Mill Lane.