

16 October 2018, 1400 in the Cairo Seminar Room, Greenwich House.

Present: Dr M Vinnell (Acting Chair).
Mrs A Eccles, Mr M Elsdon, Mr J Hulme (Secretary), Mr I MacDonald,
Dr J Skidmore, Dr K Tibbles, Dr L Tiley, Dr R Turner and Mrs R Williams Jones.
In attendance: Mrs S Boggie.

1. Apologies and Introductions

Apologies received from: Dr M Glendenning, Dr G Martell and Professor E Reisner.

2. Minutes of the Sub-committee meeting held 27 March 2018

Agreed and signed.

3. Matters arising from the minutes

No matters arising.

4. Remit

The remit was agreed, in the membership: position titles to be checked and updated.

5. Chairman's Items

None.

6. Asbestos

Mr Macdonald provided a verbal report however a written report would be distributed to members, post-meeting.

Dr Glendenning has submitted a written request to Karl Wilson, which is under consideration, for further resources regarding the asbestos register and transferring the information onto the MiCad system, as it is a large administrative burden. When MiCad was updated 5 years ago the information was not fully mapped/updated; there was discussion regarding potential options for how this information will be stored in the future. It was also noted that in recent years the number of staff dealing with asbestos issues has gone down from 5 to 2.5.

The risks if no extra resources are made available are: (low risk) a slow roll out time-frame to (high risk) there being an exposure and action from the enforcement authorities.

The Acting-Chair requested the members of the Sub-committee receive this request for extra resources, as it can be progressed through the Safety Committee structure and received/confirmed by the Health & Safety Executive Committee.

Mr MacDonald confirmed that systems are in place for asbestos register checks to be undertaken if works by EM or the department are to be undertaken.

The Sub-committee also discussed the management of University equipment containing asbestos and the policy regarding these items. It was agreed that the current guidance be maintained; whereby items of equipment containing asbestos be entered on the asbestos register by the department and managed in a safe condition by the department. Equipment

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disposals will continue to be driven via 'natural wastage' but this should be kept under review. EM can provide disposal advice. Equipment containing asbestos should not be transferred into new buildings or indeed any building that was otherwise 'asbestos free'.

7. Building Projects

The Acting-Chair confirmed that the EM reports of Minor Work and Major Projects was not an appropriate document to be circulated to this Sub-committee. The Project Engagement Meetings that Mrs Eccles and Mr Elsdon attend are helpful and ensure input at the appropriate stages. The original request for data was driven by a desire to learn as much as possible from the project program so as to inform future proposals, however the Acting Chair felt that the information contained would not achieve this objective. This item would remain on the agenda and a simplified list of related current projects will be made available.

8. Chemical Inventories

In the last financial year there was an increase in chemical waste disposal as departments re-assess the need to retain all the chemicals they held as the information is entered onto the inventory. The Secretary informed the Sub-committee that there are a number of small departments and groups that have not yet fully adopted the chemical inventory. The Secretary informed the committee that he had reminded Departmental Safety Officers on two recent occasions of the need to complete the inventory by the end of this calendar year. The secretary will revisit this in the new-year.

Action: After the next Chemical Weapons return has been submitted (January 2019), departments will be asked to confirm in writing that their laboratories and departments are compliant and using a chemical inventory system.

9. Cryogen derived house gases

Mrs Eccles reported on the responses to the request for information. There were 26 responses, 6 of these have plastic pipework. There are 31 non-responses Mrs Eccles and the two School Safety Advisers will follow up departments to obtain further responses.

10. Hazardous Waste

The Secretary reported on the current issues with the contract. The contract stipulates a requirement for two chemists. Since one of these left BIFFA in August, the contractor has struggled and failed to maintain the required level of cover to provide the provisions of the contract, which is unacceptable. The Secretary has been in frequent contact with the contract manager at BIFFA and has now enrolled the support of the University's procurement services in reaching a resolution to this problem.

11. Environmental Monitoring

Mrs Eccles reported that monitoring resources are being provided on New Museums Site.

12. Occupational Health Report

The Secretary provided the following reports from the Occupational Health Physician.

OH reports from Apr-Sept 2018

Nothing much to report on routine skin/respiratory surveillance. We have seen a few staff (not under a surveillance programme) who were reporting respiratory symptoms following an exposure. Two different depts/different exposures. The departments have investigated and

no OH follow up. We also undertook some mercury biological monitoring after an accidental exposure – again no OH follow up required.

13. Training

The Secretary continues to provide training to a large number of staff and students; the graduate students this year received the full 3 hour chemical safety training rather than the shorter introduction used in previous years, initial feedback was positive comments..

14. Fire Safety

The Acting-Chair reported that the Sub-committee of Fire Safety will be included within a new Sub-committee of Building Safety that will include a number of safety issues including fire. This item will remain on the agenda to report on any issues regarding chemicals. The Secretary reiterated his concern about the number of staff undertaking the mandatory chemical safety training that, when asked, have not undertaken any fire extinguisher training and therefore would not be trained to respond to a laboratory fire.

15. Accidents and Incidents

The School Safety Advisers reported on incidents involving eye injuries which they have followed up, the incidents are reported at department level and risk assessments checked and reviewed.

There were concerns about the level of laboratory supervision provided by some PIs/supervisors, however the newer PIs appeared to be more active in the lab and it is hoped lab supervision will support new staff and students.

W.r.t. the need to use safety spectacles in laboratories, there is more awareness, further campaigns can be organised as appropriate.

16. Any other Business

Asbestos – the policy has been reviewed. The recommendations note older buildings as high risk and registers to be updated.

17. Dates for the next Academic Year

22 January 2019, 2 April 2019, 1400-1530 at Greenwich House.