

26 March 2018, 1400 in the Jaffna Room, Greenwich House

Present: Dr M Constancia (MC – Clinical School representative), Mrs A Eccles (AE - Assistant Safety Adviser), Dr J Ellis (JE – Physical Sciences representative), Mr M Elsdon (ME - School Safety Officer, Biological Sciences), Mrs S Foreman (SF – Head of Estate Facilities), Dr M Glendenning (MG – **Chair and Secretary** and University Fire and Asbestos Safety Manager), Mr T Jones (TJ - Senior Maintenance Manager), Mr S Matthews (SM - Facilities Support Manager), Mr M McDonnell (MM – Technology representative) and Dr K Tibbles (KT - Clinical School Safety Officer).

In attendance: Miss L Durrant.

1. Apologies

Apologies received from: Mr J Hulme (JH - Chemical/Physical Safety Adviser) and Dr M Vinnell (MV – Director of OHSS).

2. Minutes of the Fire Safety Compliance Sub-Committee meeting held 24 January 2018

The minutes were agreed and signed.

**3. Matters arising from the minutes (not appearing elsewhere on the agenda)
Minute 3, Minute 6c Risk Register**

The Director of OHSS will ask the Project Manager to provide justification for why sprinklers in Cavendish III are only being provided in the new building's basement. The Committee would like assurance that this is the correct decision for this new build.

ACTION – MV to contact the Project Manager of Cavendish III

4. Legislation

The Regulatory Reform (Fire Safety) Order 2005 is still in place. Dame Judith Hackitt's final report into the review of building regulations and fire safety is pending.

5. Fire Safety Compliance**5.1 Fire Risk Assessments (FRAs)**

CS Todd & Associates are still carrying out their programme of FRAs on the Estate. The Sidgwick and Central Sites have almost been completed and the last remaining buildings on the West Cambridge site are pending. Lord's Bridge is to be done next. The FRAs are set to be reviewed every 3 years in the first instance. CS Todd's contract is to be extended 2 years from September 2018.

The Chair reported that the MiCAD Appraisal module is to be utilised for the management of the actions contained within the Fire Risk Assessment action plans. This will enable both departments and Estate Management to update progress on actions within the action plan and thus better manage the outcomes and

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compliance. This information can then be exported into Excel to provide a 'live' report on the status of progress with the works. One building has been chosen to trial the new system. More information should be available at the next meeting about timescales moving forward.

5.2 *Departmental Fire Safety Managers/Co-ordinators (FSMs)*

The Chair circulated two lists; one detailing the current list of FSMs, including deputies managed by EM Fire Safety personnel; the second list detailing all 714 building codes from the MiCAD Internet Property Register with FSM information mapped across. The Safety Office also manages a third list based on departments. Managing the accuracy and currency of information is both time consuming and difficult. The Committee supported the Chair's proposal to move this information onto MiCAD so it is held centrally. Departments can then update data directly through the MiCAD portal. Some departments do not have a deputy FSM so will be made aware of the need for one. The Chair circulated a draft outline of FSM and Fire Warden duties including the template appointment letter to be used by Heads of Institutions and requested comments on this within the next 2 weeks. The final document will be made available on the Fire Safety and Safety Office websites so it can be downloaded.

ACTION – Committee to comment on draft outline of FSM duties within 2 weeks and Chair to arrange for the final version to go on the web.

ACTION – Chair to liaise with Business Services within EM regarding the use of MiCAD for the storage and management of FSM etc. information.

5.3 *Risk Register*

The Chair provided commentary on the risk register distributed with the agenda.

Embedded Accommodation at Addenbrooke's – a draft position statement is still required. Concern was expressed at the lack of progress with this matter and how this can be progressed. The retirement of the University's Head of Property has contributed to this delay. TJ has been liaising with the Addenbrooke's Site Facilities Co-ordinator to ensure that the fire extinguishers are serviced. Defining which areas are the University's is difficult and the University cannot interfere with areas falling under the NHS' jurisdiction. TJ is due to meet with the Property Section to discuss this further. This matter was raised at the last CCFS meeting and SF will mention it again.

ACTION – SF to raise the issue of the delayed draft position statement at CCFS

Fire Service Information – The Chair met with the Fire Service at the end of February.

They have taken a draft document and will report back with comments.

PEEPs – this will be progressed through the Sub-committee for Accessibility.

Space on the Estate where a variant exists from the standard approach – The Head of Business Services has established an Estate Changes Group. It is a large task to get the information. Estate Facilities have produced an EM Transitional Property Procedure.

Appointment of Fire Safety Co-ordinators – ongoing.

Project Gemma (Addenbrooke's Clinical Research Centre) – Addenbrooke's – Fire Safety Management meetings have been scheduled and are ongoing. Whilst the Chair has agreed a management approach with the NHS Trust Fire Safety Manager and Representative Users, the fire strategy for the building needs to be reviewed given issues surrounding door opening forces required in the basement as a result of the smoke extract system in the basement and also as the building is now being used for



studies involving patients in a persistent vegetative state which is beyond the initial design intent..

Training – The online fire safety awareness e-training has been reviewed and updated. The Chair and Michael Marsh are delivering Fire Safety Managers' training monthly and will be running Fire Warden training 4 days this week. BBC Fire Protection Ltd has been provided with the training material to use and practical extinguishers training will be available once the new trainer has been observed in the next few weeks. Michael Marsh is delivering Evac Chair training. The Flammable Liquid (Live) Fire training will not be available until the facility has been moved and the environmental issues resolved.

6 Performance Monitoring

6.1 Accidents & Incidents (*incidents reported via the University Accident Report form*)
The Committee received the report.

6.2 Fire Alarm Activations

In January there were 23 activations of which 6 were attended by the Fire Service. In February there were 12 activations of which the Fire Service attended 5. In March there have been 8 activations to date.

6.3 Fire Safety Systems Compliance Report

Mr Jones reported: 55 fire alarms service visits, 20 emergency light service visits, 32 repairs of deficient systems and 48 reactions to fire safety engineering requests.

6.4 CFRS Audits & Compliance Visits

There has been one audit visit on 19 February 2018 since the last meeting. This resulted in a notice of minor deficiencies (not enforcement action) for outstanding FRA action points. This notice has been challenged as it falls under Category D for long term actions and the outcome is awaited. The lack of consistency from Cambridgeshire Fire and Rescue Service Officers has been raised with them and they are trying to ensure that this improves.

The Chair and Michael Marsh have met with CFRS to discuss and agree collaborative working arrangements and establish a memorandum of understanding. Quarterly meetings are to be established moving forwards.

6.5 Enforcement Action

No enforcement actions/visits since the last meeting.

7 Guidance and Documentation

See Minute 5.2 above.

The Fire Safety Standard is in draft. This is to be circulated for the Michaelmas meeting.

8 Training

See Minute 5.3 above.

9 Any other Business

Fire escape plans are being developed for buildings across the Estate by working closely with the Business Services Group. The plans are being done as part of a routine assessment. New buildings will already have the fire escape plans.

An update is awaited on roof vents at the William Gates Building. BBC Fire Protection Ltd advised the University not to test these.

ACTION - TJ to find out progress on the roof vents.

10 Dates for next Academic Year

The proposed meeting dates for 2018/19 (Cairo Room) are:

Wednesday 17 October 2018, 1400

Wednesday 9 January 2019, 1400

Wednesday 3 April 2019, 1400