

24 January 2018, 1400 in the Cairo Meeting 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), Ms S Foreman (SF – Head of Estate Facilities), Dr M Glendenning (MG – **Chair and Secretary** and University Fire Safety Manager), Mr J Hulme (JH - Chemical/Physical Safety Adviser), Mr M Marsh (MM – Fire Safety Advisor), Mr S Matthews (SM - Facilities Support Manager), Mr M McDonnell (MM – Technology representative), Dr K Tibbles (KT - Clinical School Safety Officer) and Dr M Vinnell (MV – Director of OHSS).

In attendance: Mrs S Boggie.

1. Apologies

Apologies received from: Mr T Jones (TJ - Senior Maintenance Manager).

2. Minutes of the Fire Safety Compliance Sub-Committee meeting held 18 October 2017

The minutes were agreed and signed.

3. Matters arising from the minutes (not appearing elsewhere on the agenda)**Minute 3, Minute 5 Workplan**

PAS 7 Management Approach – The Chair has had discussions with BB7. A gap analysis will be initiated later this year.

Minute 3, Minute 6 Fire Safety Compliance Log

PEEPS – Information distributed to all DSOs by John Hulme via email on 22 January 2018.

Minute 6c, Risk Register

Dr Ellis asked questions regarding sprinklers in Cavendish III, although he has separately requested information (from EM) he does not believe the answers given have been explained, and consideration has not been given to the research and equipment that could be lost. The Director of OHSS will ask the Project Manager to provide the justification of why sprinklers are only being provided in the basement of the new building and the Committee to receive assurances that this is the correct decision for this new build.

ACTION – MV to contact the Project Manager of Cavendish III

Minute 6d, Insurance Visits

The Chair circulated with the papers the University properties which had been visited, there is a meeting in January to agree the scheduled of visits for 2018.

4. Legislation

The Chair reported that there have been no changes to legislation.

Interim report on the independent review of building regulations and fire safety following the Grenfell

Tower fire can be found here:

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Greenwich House
Madingley Road
Cambridge CB3 0TX

Tel: +44 (0) 1223 333301

Fax: +44 (0) 1223 330256

Email: safety@admin.cam.ac.uk

www.safety.admin.cam.ac.uk



5. Fire Safety Compliance

(a) *Fire Risk Assessments*

CS Todd's programme of FRAs continues with Sidgwick, West Cambridge and Central Sites being finalised. MM is reviewing the Clinical School FRAs. The frequency of fire risk assessments is currently being evaluated to include risk profile matrix.

(b) *Departmental Fire Safety Managers / Co-ordinators*

The Chair reported that a current list of FSMs is available and will be provided at the next meeting, and for future years will be provided at the Michaelmas meeting. Departments will be contacted to confirm the appointments have been made in writing, and that appropriate training has been provided.

(c) *Risk Register*

The Chair provided commentary on the risk register distributed at the meeting. Embedded Accommodation at Addenbrooke's – a draft position statement is still required.

Fire Service Information – further consultation required.

PEEPs – documentation to be reviewed and updated. This issue will also be addressed by the Sub-committee for Accessibility which is due to meet in March.

Space on the Estate where a variant exists from the standard approach – Estate Facilities have produced a EM Transitional Property procedures which has been trialled; an Estate Changes Group is being established to collate, record and communicate all substantive changes to the Estate.

Appointment of Fire Safety Co-ordinators – developing handbook/guidance regarding the change in management approach, documentation to be provided at the next meeting.

Project Gemma – the Project Team have resolved the majority of the issues, resolution required re smoke extract system.

Training – A training proposal has been agreed with BBC Fire Protection Ltd and the Fire Safety Systems contract has been amended. The course content is being finalised. The FSM Training course now delivered by MG & MM is more relevant and informative than the previous course. Live training to be available soon.

6. Performance Monitoring

(a) *Accidents & Incidents (incidents reported via the University Accident Report form)*

The Committee received the report.

(b) *Unwanted Fire Alarm Activations*

Reports received for the last 3 months, the main causes appear to be related to contractors and in kitchen areas. The 2017 report was also available and the number of Fire Service attendance is considerably less than previous years.

(c) *Fire Safety Systems Compliance Report*

The Chair reported on behalf of Mr Jones – the contract with BBC is working well and KPIs have been met. If departments have comments from their contact with BBC please pass these onto the Chair.

(d) *CFRS Audits & Compliance Visits*

There have been 3 audits since the last meeting: the Judge Business School and



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Occupational Health and
Safety Service

Keynes House were both deemed satisfactory; and ADC Theatre was deemed broadly compliant although there was concern regarding storage in the service yard.

(e) Enforcement Action

No enforcement actions/visits since the last meeting.

7. Guidance and Documentation

The reviewed Fire Safety Policy was distributed, this document sits under the University's Health & Safety Policy. The Committee structure which gives effect to the implementation of this policy was also distributed for information.

8. Training

Information provided under Minute 5c

9. Any other Business

None.

10. Dates for next Academic Year

Please note the change of day / date and venue

Monday 26 March 2018 to be held in the Jaffna Meeting Room, Greenwich House