UNIVERSITY OF CAMBRIDGE
Occupational Health and Safety Service

Minutes
Sub-Committee for Fire Safety Compliance

Our Ref: S/FireS/19/10/16

19 October 2016, 1400 in the Cairo Meeting Room, Greenwich House

Present: Mr H Percival (HP - Chair and Deputy Head of Maintenance).
Mr R Elliott (RE - Insurance Assistant), Mr M Elsdon (ME - School Safety Officer, Biological Sciences), Mr D Franks (DF - Consultant Fire Adviser),
Dr M Glendenning (MG - Secretary and Fire Safety Compliance Officer),
Mr J Hulme (Chemical/Physical Safety Adviser), Mr T Jones (TJ - Senior Maintenance Manager), Mr S Matthews (SM - Facilities Support Manager) and
Dr K Tibbles (KT - Clinical School Safety Officer).

In attendance: Miss L Durrant.

1. Apologies

Apologies were received from: Dr M Constancia (MC – Clinical School representative), Mrs A Eccles (AE - Assistant Safety Adviser) and Dr M Vinnell (Director of Health and Safety).

2. Minutes of the Fire Safety Compliance Sub-Committee meeting held 15 April 2016

The minutes were agreed and signed.

3. Matters arising from the minutes

<u>Minute 4 - Appointment of Fire Safety Managers</u>
DF had produced a report for CCFS regarding the appointment of Fire Safety Co-ordinators to ensure that there are clear reporting lines to Heads of Departments.

<u>Minute 7 - Training</u>
JH reiterated that less than 5% of those who attend chemical safety training have done fire extinguisher training.

<u>Minute 10 - Any Other Business</u>
The Insurance Officer has been invited to attend.

4. Remit & Membership

The Remit was discussed and revisions made which would better reflect the oversight required with regard to fire safety risks to the University. It was agreed that Fire Safety Co-ordinators (FSCs) should be included in the Remit. It was agreed that SM should attend these meetings as estates and sites facilities input is invaluable

Action: MG to revise remit and submit to CCfS for approval.

Action: MG to prepare the scope of the FSC and FSM roles, and instructions for HoDs.

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5. Work Plan

The area (objective) on the work plan relates to the Remit and particularly in terms of the Committee formulating strategy. The Committee were content to operate this work plan, subject to any change that occurs during the year.

<u>Item 1 - Fire Safety Training</u>

A review of course content, delivery methods, frequency and attendance is required. Members of the working group will include MG, JH, DF, KT and SM.
Action: MG will take the fire training working group forward.

<u>Item 2 - Fire Risk Assessment & Audit</u>

In the past buildings were risk assessed by members of the fire team and the fire risk assessments were reviewed on a 1,2 and 5 year basis as determined by risk category and insurance requirements.

An external consultancy, C S Todd and Associates Ltd, were awarded the contract after a tendering process to carry out fire risk assessments of the whole estate on behalf of the University.

Works to the fabric of buildings were previously prioritised and have in the main been completed. It is now recognised that improvements to day to day management are required.

The frequency of the reviews of fire risk assessments will ordinarily be determined by the fire risk assessment reports provided and University Fire Safety unless there are changes which may trigger a review. A risk based audit programme is to be developed.
Action: MG will look at developing a risk based audit framework.

At the last meeting MG prepared a report on buildings and scoring in terms of fire risk to persons. Only two of those buildings were classified as medium risk in terms of life safety and that was due to management issues. It is important that any trends in low risk departments should not be missed. A periodic report that maps out trends would be helpful and ME and KT can provide MG with information from their Schools. MG will give information to the relevant to departments.
Action: MG to bring key findings where a building is categorised as high or medium risk to each meeting. Periodic reports on trends to be produced by MG.

<u>Item 3 - Fire Safety Standards in New Builds & Refurbishments</u>

DF explained the process for new buildings. Once a building is handed over the University is responsible for it and any subsequent changes in its use.
Action: Item 3 should come off the work plan and become a formal part of the project and handover process.

<u>Item 4 – PAS 7 Management Approach</u>

The Committee support MG in progressing a peer review from an external company and it was agreed that working to an accredited framework will be helpful.
Action: MG will arrange a peer review and gap analysis and will update the Committee once this has been completed.

6. Fire Safety Compliance Issues Log

Item 1 – Embedded Accommodation at Addenbrooke's

Kate Westley (Head of Performance and Compliance at Addenbrooke's Hospital) has produced a position statement but this had not been provided to University yet as relevant people in the Trust need to see it beforehand.

Item 2 – Fire Service Information

Work is required to ensure the original information that was known as DREAM (Department Response Emergency Action Manual) that is currently an appendix of the EAP (Emergency Action Manual) is provided as a standalone document, kept up to date electronically and a paper copy stored in the Premises Information Box.

Item 3 – Routine Maintenance Regime Reporting

See Item 7 below. This activity will now be reported under the 'Performance Monitoring' Standing Agenda Item and so will be removed from the Issues Log.

Item 4 – Performance reporting

This will form part of the PAS 7 review (see work plan) and will be removed from the Issues Log.

Item 5 – New Build Consultations

Broader issues need to be considered, not only fire safety. This activity now forms part of the Project Quality Initiative and so will be removed from the Issues Log.

Item 6 – DSEAR

This matter has been referred to the Sub-Committee for Physical Safety and so will be removed from the Issues Log.

Action: TJ to raise DSEAR at the next Sub-Committee for Physical Safety meeting.

Item 7 – PEEPS

A draft letter had been sent to the Safety Office for dissemination. This was last done in 2002. It is important for the Committee to look at PEEPS. DF reminded the Committee that PEEPS are covered in the FSM course and more support is available to FSMs if needed.

Action: JH will follow up progress with the Director of Health and Safety.

Action: MG will speak to Nick Bampos and the Disability Resource Centre.

Item 8 – Space on the Estate where a variance exists from the standard approach

HP has met with Nick Tamkin to discuss reallocation of space and he is aware of the need to consult Facilities Management (EM).

Item 9 – Appointment of Fire Safety Co-ordinators

See Item 4 of minutes above.

7. Performance Monitoring

7.1 Fire Safety Systems Contract

TJ reported that with effect from September 2016 BBC Fire Ltd have been awarded the fire safety systems contract for the next 3 years. The contract covers scheduled and reactive maintenance of fire alarm systems, emergency light testing, smoke vents, dry risers etc. The company have a strict performance management process to follow.

7.2 *Incidents & Unwanted Fire Alarm Activations*
A considerable number of unwanted activations had occurred over the research period. Full analysis of the data has not been carried out yet but the activations mainly appear to be due to contactors. This will need to be looked at and fed into the resource plan. Fire Safety Managers need to take responsibility.

7.3 *Enforcement Action*
There had been three notices of minor deficiencies from Cambridgeshire Fire and Rescue Service (CFRS) following fire alarm activations. One of these related to the fire in the Nanoscience Centre laboratory, another was associated with a fire in a ceiling void in the Coombes building and the third was a result of a laptop fire in the William Gates Building. The fire risk assessments for these buildings were not in date. Management issues have been addressed with the relevant Fire Safety Managers. No follow-up visits are required by CFRS.

7.4 *Review of Accident and Incident report provided by the Safety Office*
It was noted that all buildings are on the Red Care system so the Security Office advises the Fire Team when there has been a fire alarm activation. All fires should be reported on the University accident and incident form.

The fire in the Nanoscience Centre had caused significant smoke damage.
Action: JH will find out why the Nanoscience Centre fire was omitted from the report.

8. Any other Business

8.1 *Guidance and documentation*
The Fire Safety web pages are being reviewed. The technical notes have been revised and published. At future meetings the Fire Team will give a list of what guidance and documentation will be produced.
Action: This item will be a standard item on the agenda in future.

8.2 *Institute of Safety in Technology and Research (ISTR)*
ME had attended the ISTR conference and sent MG a copy of the presentation.

8.3 *Training*
Although training is currently being reviewed, it was agreed that training be a standing item on the agenda in order for the Committee to receive information with regard to attendance.
Action: Training data to be supplied to the Committee.

It was agreed that JH should suggest that live fire training be included in departmental risk assessments when a letter goes to departments to remind them that chemical safety training is compulsory.
Action: JH to suggest that departments include live fire training in risk assessments.

8.4 Open Days

Various public engagement events are held across the University. It was agreed that due to the nature of these events, representatives from University Fire Safety and the Safety Office need to be consulted in the planning stages.

Action: MG & TJ will contact the Chair of the Sub-Committee for Physical Safety to request a report (or progress) on guidance for organising external events from the Office of External Affairs and Communications.

9. Dates for the next Academic Year

25 January 2017 and 29 March 2017. All meetings will be held in the Cairo Meeting Room, Greenwich House