

18 October 2017, 1400 in the Cairo Meeting Room, Greenwich House

Present: Dr M Constanica (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), Dr M Glendenning (MG - Secretary and University Fire Safety Officer), Mr J Hulme (JH - Chemical/Physical Safety Adviser), 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: Mrs S Boggie.

1. Apologies

Apologies received from: Dr M Vinnell (MV – Director of OHSS).

2. Minutes of the Fire Safety Compliance Sub-Committee meeting held 25 January 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 – under review.

Action - MG

Minute 3, Minute 6 Fire Safety Compliance Log

PEEPS – Letter to be drafted (by JH) and distributed by the Safety Office – still outstanding.

Action - JH

Minute 8 Training

Mr Franks is no longer employed by the University.

4. Remit & Membership

The Committee discussed links with the Access/Egress Advisory Group.

As disability issues need a route to report through to the General Board and the Council, a new Sub-committee will be proposed through HSEC: Sub-committee on Accessibility. There will be membership links between the two Sub-committees (MG and MV).

5. Legislation

No new legislation changes at the moment, however changes are expected following the Grenfell fire.

6. Fire Safety Compliance

- (a) Fire Risk Assessments – assessments continue to be carried out by CS Todd and Associates. Since commencement of the contract, 247 buildings have undergone Fire Risk Assessments. Annual reviews are received (centrally) to check progress.

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MG aware of issues in Addenbrooke's, Fire Risk Assessments had been undertaken but the reports not distributed. A member of staff had been assigned to follow up with all departments at the Clinical School.

- (b) Departmental Fire Safety Managers / Co-ordinators – MG is currently producing a flow diagram which links roles with responsibilities, a draft will be issued in due course to the Committee for comments. The Committee discussed appointment/tenure of FSMs; departments are expected to inform MG when a new FSM is appointed. Refresher training is required every 3 years.
- (c) Risk Register – the Committee discussed a number of projects including whether in new buildings sprinklers/water mist systems should be a requirement. MG to confirm EM position on this matter.

Action: MG to confirm

- (d) Insurance Visits – a number of university properties have been visited, a list to be provided at the next meeting.

Action: MG to provide details

7. Performance Monitoring

- (a) Accidents & Incidents – one incident noted that training for equipment as well as fire training was required by staff.
- (b) Unwanted Fire Alarm Activations – the Committee received data for the current year (Jan-Sept) a full analysis can be made with 12 months of data. Call challenging is working really well, however there was a noticeable increase of activations during the research period when building works are undertaken.
- (c) Fire Safety Systems Compliance Report – TJ reported on the extinguishers checks being undertaken, during the last 12 months the contractor (BBC Fire Protection Limited) has been mapping the extinguishers, sprinklers and hydrants located on the University Estate. During the next period of checks appropriate provision will be considered (under/over provision against the relevant British Standard). Any change in provision of extinguishers will be discussed with the occupiers.
BBC are currently agreeing training programme to be undertaken.
- (d) CFRS Audits & Compliance Visits – there have been 3 visits: Social Anthropology – compliant; PDN and Fitzwilliam Museum were partially compliant: issues regarding signage have been rectified; issues regarding signing-in of visitors has been discussed with CFRS and agreed that where signing in is not feasible, Fire Wardens clearing areas is the best way to manage evacuation; and strip / door seals replacements rectified.
- (e) Enforcement Action – none.

8. Guidance and Documentation

MG had produced an updated DOFRA: the Committee discussed evacuation drills which were covered under departmental evacuation plans; and the questions re occupants with disabilities needs to note whether the disability is permanent or not (e.g. broken leg). Any further comments to be sent to MG by 27 October. This document will then be noted to CCFS.

Design and Standards Brief (Design Guide) for New Builds and Refurbishments – MG and TJ gave an overview. The revised Standard is due to be released in the near future.



9. Training

The Committee spent a considerable amount of time discussing training and whether there should be a few salient points that everyone must know and brief details of who is responsible. More detailed information to be provided to Fire Wardens/Co-ordinators/Managers. MG to review training documentation and distribute for comments.

Action: MG to review documentation and distribute.

10. Any other Business

(a) Cladding used on buildings within the University Estate – the University report and HEFCE return were provided to the Committee for information. There are a small number of University buildings with ACM cladding however this does not present a significant risk to life safety nor does it mean that the buildings cannot continue to be occupied safely.

11. Dates for next Academic Year

24 January 2018, 4 April 2018 all meetings to be held in the Cairo Meeting Room, Greenwich House