

HEALTH AND SAFETY EXECUTIVE COMMITTEE (HSEC)

Minutes of a meeting held at Thursday 9 June 2016 at 09.00 in the Syndicate Room.

Present: Pro-Vice –Chancellor Professor D Maskell (Chair), Professor M Blamire
Ms J Wyburd, and Dr R Sandford.

In Attendance: Dr M Vinnell- Director of Health and Safety, Dr M Glendenning,
Mrs A Jarvis and Mr A Stephen – Estate Management.
Mrs S Boggie (Secretary)

1. Apologies

a) Apologies

Apologies were received from Dr R Henderson, Professor N Slater,
the Academic Secretary and the Director of Human Resources.

b) Declarations of interest

There were no declarations of interest.

2. Minutes

The minutes of the meeting held on 7 March 2016 were approved.

3. Matters arising for report

a) Minute 7 HSEC Annual Report 2015

The Director of Health and Safety reported that the minimal updates have been
made and sent to the Academic Secretary prior to publication.

ACTION: contact the Academic Secretary and publish report

b) Minute 8 AOB

The Director of Health and Safety reported on the risk assessment procedure for
work being undertaken abroad; the Insurance Office will refer risk assessments
to the Safety Office where there are concerns. The Safety Office is now using
Saferedge (charged per risk assessment) to review risk assessments both
before and during certain work abroad is undertaken.

The University currently has students in Cairo with this work having been
reviewed by Saferedge and deemed acceptable.

The Committee were reminded that the Chair of this Committee, on advice from
the Director of Health and Safety can stop work and withdraw students/staff from
the country of study/work.

Two areas that are currently under review are the on-going review of risk
assessment especially if the work being undertaken changes; and students to
contact their supervisors on a weekly basis – the Committee discussed and
agreed that a telephone conversation should be followed up by an email.

A question was asked about undergraduate studies that include a year abroad; the Director of Health and Safety is aware of this work and is meeting next week with a number of academics and course organisers to discuss their systems and ensure they are robust and sufficient.

For conferences and meetings the risk assessment is straight forward and the processing of insurance documents is a very prompt service.

If the FCO threat level changes this is notified to the Insurance Office by an external company, further liaison with the Safety Office and the departments and individuals is undertaken.

The report on travel/work aboard will be published in the near future and information will be circulated to members of this Committee.

Principal Business

4. HSE and Other Enforcement Agency Actions, Visits and Information

The Committee noted the visits that had taken place, as reported in the relevant agenda paper.

The Director of Health and Safety provided information on the visit to Cambridge by Mr Meardon, HSE Local Inspector – who provided an update at the annual DSO event. A visit was arranged to the University Library and a large number of areas were visited; in the workshop a saw had the guard missing (due to cleaning/maintenance), the safety equipment was replaced, photographic evidence provided to the Inspector the next day and the matter has been closed.

5. a) Consultative Committee for Safety (CCFS)

Minutes of the CCFS meeting held in May 2016 were noted.

Minute 6 – academic representation on all Safety Committees was important as meetings require both safety and academic input.

ACTION: A letter would be sent to the Schools with the current representations and where appropriate request that academics be appointed.

Minute 6 – the Director of Health and Safety provided information on the hazardous waste budget: the need to dispose of some desensitized explosives (historical stocks can become unstable) after an initial find, a total of 8 have so far been declared and disposed. This Committee had at a previous meeting, confirmed that this budget would provide £50k over 2 years for the disposal of asbestos connected with Kettles Yard. The collection of 36 Alfred Wallis paintings will be transferred from the asbestos to an alternative background and this artwork can then safely be transported and displayed.

b) Fire Safety Report submitted to the May 2016 CCFS meeting

The Fire Safety Report to CCFS was noted by the Committee.

Dr Glendenning reported on Personal Emergency Evacuation Plans (PEEPs), information is currently being reviewed reminding HoDs that they need to provide PEEPs for staff with long-term and short-term conditions, this information will be communicated from the email address HSD_Director

The Fire Safety Manager role is to be re-titled as Fire Safety Co-ordinator as it is important that the role holder has a regular reporting route to the HoD (in some instances this might be the Administrator); the duties of the current FSM role (eg weekly testing of fire alarm) can be delegated. This change will be rolled out and reported back to this Committee, the most difficult areas are multi-occupancy buildings.

The Committee confirmed that two actions need to happen:

- 1 Write to HoD/HoIs re their role and responsibilities
- 2 Departments to report to say it has been enacted.

6. Audit Progress

The Director of Health and Safety reported on the: Safety Management, Radiation and College audits that had recently been undertaken. The Safety Management audit, action still outstanding, the Safety Office is awaiting information on the assessment.

The Director of Health and Safety noted that HTA compliance audits and inspections were completed last year and for this current year information will be collected by departments completing a self-audit HTA questionnaire.

Human Fertilisation & Embryology Authority (HFEA) is another piece of work which the Safety Office will audit and ensure compliance.

7. AOB

Following the sad news of Mary Dezille, the Registry has appointed the Administrator of the Safety Office, Mrs Sarah Boggie as Secretary to this Committee. (It was also noted that the Safety Office was taking on the secretariat for the Security Group Meeting and that due to these pieces of work additional secretarial support was required within the Safety Office.)

Mrs Jarvis noted that this was her last meeting, she was thanked for all her support and work involved with this Committee.

Future Meetings

Thursday 15 December (0930-1100), to be held in the General Board Office.

Approved **Date**