

University of Cambridge

HEALTH AND SAFETY EXECUTIVE COMMITTEE (HSEC)

Minutes of a meeting held at Monday 7 March 2016 at 14.00 in the Old Schools Meeting Room.

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

In Attendance: Dr M Vinnell- Director of Health and Safety, the Registry, Dr M. Glendenning, Mr A Stephen –Estate Management and the Academic Secretary.
Ms M Dezille (Secretary)

1. Apologies and membership.

a) Apologies

Apologies were received from Professor N Slater, Ms J Wyburd, Mrs A Jarvis and Dr R Sandford

b) Declarations of interest
There were no declarations of interest.

2. Minutes

The minutes of the meeting held on December 2015 were approved

Membership

The appointment of Dr Richard Sandford had been approved by Council on the recommendation of the General Board and he had agreed to serve on the Health and Safety Executive Committee from 1 January 2016 until 31 December 2019.

3. Matters arising for report

Well-being Report (Item 7 in previous minutes refer)

The amended report had not yet been sent to the Secretary but would be circulated as soon as it had been received from Human Resources.

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 stated that the visits from the EA and the Counter Terrorism Security Adviser(s) (CTSA) continued to centre around the checking of security rather than safety management.

In answer to a question from the Committee, the Director confirmed that there were robust procedures in place to address any legacy contamination. The previous Chair of the Committee, PVC Young had agreed that the University would pay for up to £50 K of costs of any remedial action that was necessary to deal with these legacies.

5.

a) Consultative Committee for Safety (CCFS)

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

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

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

In response to a question from the Committee, Dr Glendenning referred to item 5 of the Fire Report to state that the expectation was that C.S Todd and Associates would have completed all the Fire Risk assessments for University buildings in the next eighteen months.

c) Draft of remit of proposed sub-committee of CCFS for Fire Safety Compliance

The Director of Health and Safety stated that this proposed sub-committee for Fire Safety Compliance would streamline and unify information in the Annual Report.

DECISION- the Committee approved the draft remit of the sub-committee.

6. Audit Progress

The Committee noted that the issues identified in the Fitzwilliam Museum audit were still being reviewed, but the OHSS Safety Officer was content that progress was being made.

The Committee noted that Physical Education had now become the Sports Service. The new Head of Sport was aware of the problem which involved a groundsman at Fenner's and it was being addressed.

The Director of Health and Safety explained for the benefit of new members that the status could not stay at amber for longer than 6 months without some appropriate action being taken. Also the traffic light system did not necessarily indicate seriousness but was more an indication on whether or not HSEC needed to take action i.e. to ask for a copy of the relevant full audit report to consider.

7. Draft HSEC Annual Report 2015

The report with the elements from Health and Safety, Occupational Health and Fire Safety had been circulated before the meeting and the Staff Counselling element had been tabled.

Minor corrections that needed to be made were noted by the Director.

It was agreed that members should direct any further questions or suggestions to the Director of Health and Safety and that the Academic Secretary would determine whether or not any changes made were sufficient to need further approval by the Committee before submission to General Board and Council.

8. AOB

The Committee discussed the murder of a postgraduate student in Egypt recently. The Director confirmed that at present the University followed the Foreign and Commonwealth Office's advice on which areas in the world were safe to visit. When the incident took place Egypt was assessed by the Government as being safe for travel. A risk assessment had been carried out in this case and the student had been covered by the University's insurance. The Director of Health and Safety was liaising with other universities to benchmark their procedures against those of the University. He was also looking at the activities of various consultancies who assessed risk in similar cases, but it was noted that even if a consultancy is employed this would not shift liability from the University, which could be held accountable for student activities even if these individual activities had not been sanctioned by the University. It was agreed that the Director would write a report with recommendations regarding student travel on University business with particular reference as to who in the University should take the lead in any follow-up which was necessary after any such incident.

ACTION - Director of Health and Safety to write a report with recommendations regarding students travelling abroad on University business

Future Meetings

Friday 10 June 2016 (11.00-12.30) both at the Old Schools
December meeting t.b.a.