

HEALTH AND SAFETY EXECUTIVE COMMITTEE (HSEC)

Minutes of a meeting held at Thursday 15 December 2016 at 10.00
in the General Board Office.

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

In Attendance: Dr M Vinnell – Director of Health and Safety, Ms E Stone – Director of Human
Resources, Mr J Matthews – Director of Estate Management and Mr H Percival.
Mrs S Boggie (Secretary)

1. Apologies

a) Apologies

Apologies were received from Professor M Blamire, Professor N Slater,
the Academic Secretary and the Registry.

b) Declarations of interest

There were no declarations of interest.

2. Minutes

The minutes of the meeting held on 9 June 2016 were approved and signed.

3. Matters arising for report

a) Minute 7 HSEC Annual Report 2015

The Report was approved and published in The Reporter No.6434, 27 July 2016.

b) Minute 5a Consultative Committee for Safety

The Director of Health and Safety has contacted all Schools regarding representation on the
safety committees. Some Schools have been very proactive and appointed new academic-
related staff rather than safety-related staff. The Director of Health and Safety to follow-up
with Schools that have not responded.

Action: Director of Health and Safety to contact Schools

Principal Business

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

The Director of Health and Safety reported on the visits since the last meeting.

5. a) Consultative Committee for Safety (CCFS)

Minutes of CCFS meeting held on the 15 November 2016

The Director of Health and Safety reported on the electronic chemical inventory system that
has been purchased for use by all Departments of the University. The system is being rolled
out, enabling information on chemicals held by the University to be easily accessible and for
there to be oversight by staff within the Safety Office, facilitating the gathering of information
required for annual returns/reports.

Safety spectacles – this Committee has previously discussed the wearing of safety
spectacles for those working in a laboratory, and it was agreed that, if a risk assessment
states that safety spectacles must be worn, then the wearing of the safety spectacles is
mandatory. Should an individual ignore this requirement then, disciplinary action should be
considered.

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

Mr Percival drew the Committee's attention to the site-wide risk assessment that will be completed in 9 months' time, at which time buildings will be re-assessed at 1-, 2- or 3-year intervals.

Personal Emergency Evacuation Plan guidelines are nearly finalized, with the Disability Resource Centre to confirm that the information included is appropriate in their view. These will then be sent to Heads of Department for completion and confirmation.

The Sub-committee is to review the Fire Safety Training provided to all staff.

A proposal to review the Fire Safety Management Systems will be submitted to the next meeting.

There was a brief discussion regarding the three minor deficiencies reported by the Cambridgeshire Fire and Rescue Service following fires on the Estate. The University has addressed the issues.

The Chair thanked Mr Percival for the report.

6. Audit Progress

The Director of Health and Safety reported on the audits undertaken since the last meeting; there was discussion regarding a department that is currently undertaking corrective measures concerning gas cylinder usage. An update will be provided at the next meeting.

7. Any Other Business

a) Graduate Safety Training – Dr Vinnell reported on the cost of hosting the two half-day training sessions for new graduate students, especially day 1 when basic training has to be provided to potentially 1,500 students. For 2017 the Cambridge Corn Exchange has been booked at a cost of approximately £5,400 (venue and AV use/support). The Babbage Lecture Theatre does not have enough capacity especially with the linked Cockcroft not being available for future years.

The Director of Health and Safety agreed to investigate other venues such as West Road Concert Hall and other income sources, such as a levy on grants, should be explored.

Action: Director of Health & Safety to explore alternative venues / income sources

b) Food Safety Policy. This policy says that only those suppliers on the 'approved supplier' list should be used for catering at events in Departments. However the policy also currently allows Heads of Department a veto under certain circumstances such that they can use a supplier not on the approved list. The University Centre Manager oversees this policy and has suggested that this veto should be removed, a view with which the Committee had considerable sympathy. The Committee agreed that implementation of the "approved supplier" policy should be more robust, but that the scope to allow occasional exemptions should remain, but this should be a rare outcome and should only happen after the application of reasonable criteria and judgement, with sensible scrutiny of the non-'preferred suppliers'.

c) Update on Policy and Guidance – the Director of Health and Safety reported on the policy for Safe Conduct of Work Away from the University. This document is currently being updated (Professor Ferran is chairing a Working Group), this Committee to approve the policy in due course.

For staff and students visiting countries where the Foreign & Commonwealth Office advises against travelling, the Safety Office receives a risk assessment for the proposed travel/work/study and an external company, SaferEdge, provides expert help and support.

d) Report of Incident – the Director of Health and Safety reported on the death of an overnight visitor at Madingley Hall. The matter is with the police and coroner but it is not being treated as suspicious.

e) Clifford Allbutt Building – the Director of Health and Safety reported on a workplace environmental issue for those staff working in the building. EM Maintenance are working towards improving the environment for the users.

f) Girton student issues - the Director of Health and Safety reported on HSE action following the death of a student who was found injured at the bottom of a flight of stairs and subsequently died. The HSE in a letter suggest that College staircases should comply with current building standards re height of rails etc. Further to a meeting attended by the Director of Health and Safety it has been agreed to defend the University's position with respect to its interpretation of the building regulations in relation to this matter where appropriate in line with proportionate risk management.

g) The Director of Health and Safety thanked Professor Wyburd for her contributions as she will be stepping down from this Committee as she has been elected to Council; thanks were also given to Mr Percival for his years of service to the University and this Committee; and finally to Professor Slater for his membership of this Committee and his Chairing of CCFS.

Dates of future meetings:

The future meetings of the Health and Safety Executive Committee for the academic year 2016-17 will be held on:

Tuesday 7 March 2017 (1400-1530) in the General Board Office; and
Thursday 1 June 2017 (0900-1030) in the Syndicate Room