University of Cambridge

HEALTH AND SAFETY EXECUTIVE COMMITTEE (HSEC)

Minutes of a meeting held at Thursday 14 December 2017 at 09.30
in the General Board Office.

Present: Dr G Christie (Acting-Chair), Dr J Gardner – University Librarian and Dr R Henderson.

In Attendance: Dr M Vinnell – Director of Health and Safety, Dr C Edmonds – Academic Secretary Representative, Dr M Glendenning – University Fire Safety Manager / EM representative, Ms E Rampton – the Registrary and Mrs S Boggie (Secretary).

1. Apologies

a) Apologies

Apologies were received from Professor D Maskell, Professor M Blamire, Ms S Foreman, Ms J Hand, Dr J Matthews, Dr R Sandford and Ms E Stone.

b) Declarations of interest

There were no declarations of interest.

2. Minutes

The minutes of the meeting held on 1 June 2017 were approved and signed.

3. Matters arising for report

Minute 5aii) Water Standard – Legionella
The Water Standard (HSD081B) has been published and is available at:
https://www.safety.admin.cam.ac.uk/policy-guidance/biological
The issues in the David Attenborough Building are still ongoing with continued monitoring and temporary solutions in place until a permanent solution is confirmed with the contractors. Monitoring will continue until consistent results confirm that the water system is clear.
The Committee discussed: the other buildings that have legionella confirmed*; remedial work that is planned to remove dead-legs; and the review of the design guide which includes the lessons learnt from this particular instance. (*defined as a positive test for *legionella sp* at a test point).
ACTION: EM representative to ask John Neve and Bev Weston to contact the Registrary regarding possible legal action against the contractor.
ACTION: List of Departments that have legionella concerns to be available at the next meeting.
ACTION: Confirmation that a review of all current projects is/has been undertaken to prevent reoccurrence.

Principal Business

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

The Director of Health and Safety reported on the recent visits which where annual inspections with minor / no matters being raised for action.
The visit to MRC Toxicology looked at the accommodation and the work being undertaken. With the transfer to UoC as the employer but accommodation remaining in Leicester for a few years.
A further item not included on the paper, the HSE have requested further documentation regarding a RIDDOR reportable occupational disease, relating to DSE work.

5. **a) Consultative Committee for Safety (CCFS)**

Minutes of CCFS meeting held on the 21 November 2017.

Minute 16.2 Museum of Classical Archaeology

The Director of Health & Safety reported on the issue relating to damage caused by high winds of both the building structure and the risk to exhibited specimens (hung on the wall). The wind had raised the roof and the wall was unsupported; an external consultant reported that a degree of movement was to be expected with these types structure. Estate Management are undertaking a further review due to the visible damage.

b) Fire Safety Report submitted to the November 2017 CCFS meeting

Dr Glendenning reported that the training for Fire Safety Managers has been undertaken and the future of fire training for all staff will begin in 2018 and will be tailored for the groups attending.

6. Audit Progress

The Director of Health and Safety reported on the gas cylinder project at Physics which has been completed and there is a contract with BOC.

Zoology remains as outstanding as there have been changes with the person appointed as BSO and the Safety Office will continue to monitor.

There have been a number of audits on radiation both unsealed sources and x-ray and a small number of college audits. Noted - four hazardous chemical waste audits at Physics, Chemistry, Chemical Engineering & Biotechnology and Materials Science, one department had two serious issues regarding location of scaffolding around their waste store - both issues corrected very quickly; the other three had minor issues with improving signage.

7. Any Other Business

a) Proposal to establish a 6th Sub-committee of CCFS

The Director of Health and Safety reported on the background of the existing disability meetings/committees and working groups. As the current Access & Egress Committee (which covers infrastructure) does not have a feed into the Council and General Board, it is proposed for this group to become the Sub-committee on Accessibility with proposed membership and terms of reference, looking at all of the disability issues and integrating/sharing data with the other Sub-committees.

Two minor changes have been requested to add via HSEC in the terms of reference: "1 to advise **via HSEC** the General Board and the Council…"

The University Librarian asked that the membership included a representative from the Library.

This new Sub-committee to be reviewed in 2 years to ensure this is the best route for these issues/information to be disseminated.

b) The Director of Health and Safety reported on the Annual Report of the General Board to the Council, the increase in referrals to both Occupational Health and Staff Counselling was noted. These have been marked increases with Occupational Health seeing an increase in numbers of referrals of both veterinary and medical students; and Staff Counselling triaging all referrals and providing the most efficient service for those accessing the service.

c) Staff Counselling / Student Counselling with consultation with Alice Benton the two services will be more clearly defined with respect to clarifying the roles of the two services, their roles and geographical locations.

d) University Health & Safety Policy

The Director of Health and Safety reported that University Health & Safety Policy remained largely unchanged, although changes to Annex A & B (the operational side of health and safety) would be updated.

The Committee agreed that the main policy should be signed with the operational

changes being noted through the Safety committee structure.
Staff Counselling would be included as they are now part of OHSS, although it was noted that Wellbeing would not be included in the Policy title.
The Registrary also requested clarification on HoD and Chair of Faculty Boards titles to be used, as the HoD responsibilities is currently being reviewed.

Dates of future meetings:

The future meetings of the Health and Safety Executive Committee for the academic year 2017-18 will be held on:

Monday 12 March 2018 (1030-1200) in the General Board Office
Thursday 31 May 2018 (0900-1030) in the General Board Office