



4th December 2018, 14.00 – 15.30, the General Board Office, Old Schools

Present: Professor David Cardwell, **(Chair)**, Dr Richard Sandford, Dr Caroline Edmonds, Dr R Henderson, Dr G Christie, Dr Mick Mantle

In attendance: Dr M Vinnell, Director of Health and Safety, Ms Emma Rampton, Registry
Ms Emma Stone, Director of Human Resources, Dr Jason Matthews, Director of Estate Strategy,
Mrs Dee Vincent (Minutes).

1. Welcome and Apologies

1.1 Apologies

Apologies were received from Dr Richard Sandford and Ms Sarah Foreman.

1.2 Welcome:

The Chair welcomed Dr Mick Mantle to his first meeting of the HSE Committee, representing the Schools of Technology and the Physical Sciences.

1.3 Declarations of interest

There were no declarations of interest.

2. Minutes of the Last Meeting

The minutes of the meeting held on 7 March 2018 were approved and signed.

3. Matters arising

There were no matters arising.

Principal Business

4. Compliance Update

The Director of Estates Strategy updated the Committee on progress with the Tracker as follows:

Tranche 1, work is 90% complete

Tranche 2, work is 86% complete

Tranche 3, work is 72% complete

The Chair felt the compliance work was well tracked and the Committee could see the progress when comparing figures presented at the full HSE Committee and the regular Extraordinary HSEC meetings.

The work of Forbes MacPherson, former Director of Estates Operations was highlighted in moving the compliance agenda forward during his short time at the University.

5. HSE and Other Enforcement Agency Actions, Visits and Information:

5.1: The Director of Health and Safety reported that several proactive and routine visits took place between May 2018 and November 2018. The Health and Safety Executive issued a notification of a contravention within the Department of Physics on the basis of failure to make suitable and sufficient risk assessments relating to laser safety. It was noted that the laser was safe but insufficient assessment had been conducted prior to use of the equipment.

5.2: The Human Tissue Authority (HTA) visit was mentioned, it was noted that inspectors had praised the excellent degree of compliance within departments they visited. It was further noted that in the past the University had received an intervention from this Authority. In answer to a question from the Chair, the Director of Health and Safety confirmed that sometimes no warning of visits are received by the HSE and other enforcement agencies, and reactive visits can occur at any time.

6. Consultative Committee for Safety: (CCFS)

The minutes of the CCFS meeting held 29th November 2018 were noted.

6.1 The Director of Health and Safety reported that following the HSE Committee meeting in April 2018, the term “*Wellbeing*” had been removed from the University Health and Safety Policy. The Director of Health and Safety confirmed that the University has a separate policy for Wellbeing.

6.2 (**CCFS minute 5**) Elevated radon levels were found within the Scott Polar Institute Museum, within an area that contains museum artefacts. It was noted that levels of radon gas were elevated in the evening and at night as the ventilation was turned off in this area. The HSE Inspector is now satisfied with the mitigating actions taken to improve ventilation.

6.3 (**CCFS minute 4, stress assessment tool**). In response to a question from the Director of HR, the Director of Health and Safety confirmed that the stress assessment tool was now being used proactively and all referrals will undertake a stress management assessment.

7. Audit Summary:

7.1: The Director of Health and Safety explained that subject specific audits will continue during 2019.

7.2: Following the retirement of the Senior Auditor/Deputy Director, a dedicated Safety Adviser has been appointed to review audit systems and update the online audit system.

7.3: Sports audit. The Director of Health and Safety reported that given the scope of the task, the sports audit would be completed in tranches identified by high risk activities.

8. Safety Report:

The Director of Health and Safety reported that the University will renegotiate the Contract with Safer Edge. Safer Edge are one of only a few companies in the UK that can provide immediate responses to information requests for staff or students abroad. Safer Edge is used proactively where a risk assessment has been undertaken by a department, student, or an individual and the nature of their work falls into a red or orange category as defined by the Foreign & Commonwealth Office. Depending on the level of risk i.e., where the topic of study or research would trigger any of the recognized thresholds, it is referred to Safer Edge and the University receives a full report.

It was further noted that in the past the University has paid a per-product fee which the Director of Health and Safety felt represented a reasonable cost. In future, an additional baseline Contract would be required to provide 24 hour support and any other additional services would be provided at extra cost.

8.1 Safety Office: The Director of Health and Safety mentioned that as reported under *Minute 7.2* above some staffing readjustments had taken place within the safety office.

8.2 Accident and Incident Reporting: The Director of Health and Safety explained that the process for accident and incident reporting is a paper-based system. It was noted that the reporting system in the University is far broader in scope than many other organisations thereby ensuring that every incident reported to the Safety Office is followed up and eventually closed. However, what constitutes an incident now includes other factors such as mental health issues and it is becoming increasingly more difficult to process and capture all relevant information on a basic data base system with the additional requirement of producing reports for Committees and detailing trends.

Currently a benchmark product is being used by other Russell Group Universities, this is an online system. The Health and Safety Office have considered different providers of the product and following advice from the University Information Service a new incident reporting system has been procured. It was noted that an important component of this new system is the ability to produce a heat map of current issues.

8.3 Guidance for Travel, Fieldwork and Work Away from Cambridge: The new guidance document for Travel, Fieldwork and Work Away from Cambridge was circulated to the HSE Committee. The Director of Health and Safety reported that the document had been produced to offer guidance on the risk assessment element under which staff and students travelling must comply.

In relation to a question regarding a named University contact under section 11 of the Guidance document, Emergency Protocol for student travel, it was agreed that the University Security Control Centre become the first point of contact, directing the inquiry to the relevant named person for response, including the Silver Team contact, when and where necessary. The Safety Office will be advised of this.

Action: Director of Health and Safety

The Director of Health and Safety will ensure that the Guidance document is shared with HR Business Managers.

Action: Director of Health and Safety

8.4 Air B&B In response to a question from the Chair, the Director of Health and Safety explained that in relation to Air B&B, the University insurance covers this accommodation and there is no central University policy that prohibits the use of Air B&B.

9. Any Other Business:

The Chair mentioned that Dr Tamsin O'Connell will join the HSE Committee to serve with immediate effect until 31st December 2020 representing the School of Humanities and Social Sciences.

10. Date of next meeting of the HSEC

The meetings of the Health and Safety Executive Committee for the academic year 2019 will be held on:

- **Friday 8th March 2019, 09:00-10.30, venue: the General Board**
- **Monday 3rd June 2019, 09:00–10.30, venue: The Syndicate Room**