



Wednesday 11 October 2017, 1400 in the Jaffna Room at Greenwich House

Present: Ms Saba Alai (SA - Chair and Physics), Mrs Andrea Eccles (AE - Secretary and Safety Adviser), Dr John Ellis (JE – School of Physical Sciences representative), Mr Mark Elsdon (ME - School Safety Officer, Biological Sciences), Dr Margaret Glendenning (MG - University Fire Safety Manager and Chair of the Chemical Safety Sub-committee), Mr Tim Jones (TJ - Senior Maintenance Manager) and Mrs Liz Smith (LS - Occupational Health Manager)

Ms Nili Getman (NG - Statutory Compliance Policy Development Officer in Estate Management) attended to report on Item 1.

Minutes: Miss L Durrant (Safety Office)

Apologies: Dr Adrian Carpenter (AC - Clinical School representative), Mr John Hulme (JH - Chemical/Physical Safety Adviser), Dr Keff Tibbles (KT - Clinical School Safety Officer) and Mr Richard Turner (RT - Departmental Safety Officer in Chemistry)

Ms Adira Levine (former Graduate student representative) has left the University.

Sub-committee for Physical Safety

1. EM compliance areas and how they map to the safety committees

Report by NG:

Strategy compliance in Estate Management (EM) looks after plant and other equipment that requires special instruction/checks under legislation. EM makes sure plans for compliance are in place and that systems are available for reporting. Various agreements have been in place with departments managing some items and EM overseeing others. EM has over 80 areas of compliance and mapping these against the Sub-committees was deemed the best method for communicating information. There will be some cross-over between the Sub-committees covering areas of compliance. Examples of areas covered: Fabrics, fixtures and fittings; Trees, parks and green areas; Security, Mechanical, Electrical and Operational equipment.

Asset management will incorporate the life cycle of equipment, from installation to scrapping. There is limited resource to ensure statutory compliance and the University's estate continues to increase, putting further pressure on this resource.

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When departments need more space, and it has been agreed by the Planning and Resource Allocation Office (PRAO), they need to contact EM for advice.

SA invited NG to join the Sub-committee as she can provide helpful input in terms of compliance with legislation covered by this Sub-committee.

2. Minutes of the Sub-committee meeting held on 5 April 2017

The minutes were agreed.

3. Matters arising and action plan update not covered elsewhere

SA went through the action plan and a number of comments were made on actions. The updated action plan will be circulated with the minutes.

4. University policies and guidance

The Noise, Risk Assessment and Festivals and Outreach policies/guidance are now published on the Safety Office website. **ACTION:** Sub-committee members have been asked to check these and give any feedback to AE by the end of November 2017.

SA had forwarded a central University office document to the Deputy Director of Health and Safety and AE as it covers getting permission to work away from Cambridge and makes reference to a risk assessment deciding this. However, there is no reference to the Safety Office guidance on field work.

5. Fire safety

Report by MG:

After the Grenfell Tower fire involving external cladding materials, EM undertook an assessment of all University buildings, including residential ones, over 18 metres in height (approx. 6 storeys). This is the height at which additional fire-fighting equipment is needed. The University does not have any buildings with Aluminium Composite Material (ACM – the cladding in use at Grenfell Tower) which exceed 18 metres in height. There are 132 clad buildings (23% of building stock) with zinc, cedar and other cladding. Fire risk assessments were reviewed for 6 buildings with ACM or another form of cladding where there was a question about combustibility. Further investigation of 6 buildings is being carried out to look at risk of external fire and business continuity. C S Todd (University specialist fire risk assessor) believes risk to life is minimal due to fire detection and monitoring systems, protection of staircases etc in buildings. Colleges are not included in the University estate, but similar information has been conveyed to them.

Fire alarm activation data is being analysed. There have been 84 activations since the last meeting in April to 31 August 2017, with 28 in July alone, and 20 of these were unwanted activations due to work by contractors. The Cambridgeshire Fire and Rescue Service attended 38 activations.

There has been restructuring within University EM fire safety team. MG is now the University Fire Safety Manager. Darren Franks was Fire Consultant but that contract has not been renewed. Mick Marsh is the new consultant (formerly of Cambridgeshire Fire and Rescue



investigation team), working 4 days a week for 18 months whilst the contract is out to tender. This time will be used to re-evaluate what is needed.

Negotiations are taking place with BBC (fire equipment and maintenance company) to provide fire safety training (including evac chair and live fire training) similar to that carried out by Total Protection Services. This is expected to be in place shortly. Fire Safety Manager training will be run in-house by MG or Mick Marsh as it incorporates University procedures and will help to build better relationships with Fire Safety Managers.

6. Electrical safety

A continuing rolling programme for fixed wiring for electrical installation testing is in progress. At present this includes the Whittle Laboratory, Hutchison building (Addenbrooke's), History Faculty, Hoyle building (near Greenwich House) and the University Library.

Tenders will be sought for a high voltage and major installations contract to ensure that remedial work is being done. There is a common misconception that Bureau Veritas are maintaining equipment as well as inspecting it.

7. Pressure vessels and lifting equipment statutory inspections

Bureau Veritas has a new Contract Manager, Lisa Heasman, who has been in post for a month. Compliance figures had improved but now 760 of the items registered on the database are overdue for inspection. NG found that not all items of equipment are registered on the Bureau Veritas system. This may be partly due to the previous supplier removing items from their list when they could not get access to check them after a couple of attempts. NG has a list of 1800 pressure vessels (for which either EM or departments are responsible) and is working through these to see which items fall under whose responsibility at present. By next year it should be known which building related items (ie chillers) EM will take back responsibility for. Often it is only when an item breaks down, that EM becomes aware of the existence a piece of equipment. Departments (and groups within them) do not always communicate between themselves. University guidance states that when items are moved to another department they need to be inspected again. The Minor Works process is usually done through EM.

Bureau Veritas will give a Continuing Professional Development update on statutory compliance for these items to EM staff.

8. Occupational Health

Report by LS:

Occupational Health service has experienced a 54% increase in musculoskeletal related referrals. These are mainly due to Display Screen Equipment (DSE) use. Data on these referrals can be analysed by department but not staff type. Occupational Health wrote to 135 staff who work with animals and only one person wrote back to report musculoskeletal issues. The majority of cases are work related, and referrals are done by management and as self-referrals. Two instances of tendonitis were RIDDOR reportable and came from different departments. Promoting the need to carry out DSE assessments should be emphasised at



induction. An Introduction to DSE Assessment training course is being run but people need to be encouraged to attend.

9. Accidents and incidents

The accident/incident report was circulated with the agenda. AE prepared some data from this report, according to department and injury type, and this was displayed at the meeting.

10. Any other business

There was no other business.

11. Date of the next meeting

The next meeting will be held on Wednesday 17 January 2018 at 1400 in the Jaffna Room, Greenwich House.