

Wednesday 15 April 2015, 1415 in the Safety Office Seminar Room

Present: Mr W Hudson (Chair), Mr J Hulme (Secretary), Dr J Blunt, Mrs A Eccles,
Dr M Glendenning, Mr T Jones, Mrs L Smith, Dr K Tibbles and Mrs A Underwood

The Chair welcomed Anna Trebesses a student from Bordeaux University who is on work placement in the Occupational Health and Safety Service.

In attendance: Miss L Durrant

Apologies: Mr M Elsdon, Dr W Proud and Mr W Smith

Sub-committee for Physical Safety

1. Minutes of previous meeting

The minutes of the last meeting were agreed.

2. Matters arising from the minutes

Minute 2 (8.3) Regulator incident 2013080

Dr Blunt has produced guidance on checking regulators which she will be circulate after the meeting.

Action: The Guidance on checking regulators will be circulated by Dr Blunt.

3. University policies

3.1 Noise policy

Dr Blunt will finish the Noise Policy by the end of June.

Action: Dr Blunt will complete the Noise Policy by the end of June 2015.

3.2 Fieldwork safety

The Chair gave an update on fieldwork safety which will be circulated after the meeting. None of the departments mentioned in the update refer to the UCEA (Universities and Colleges Employers Association) Guidance on Health and Safety in Fieldwork or the British Standard relating to fieldwork. Whilst the UCEA guidance is comprehensive it was thought that people would not read it if the University were to adopt it. Therefore, the Chair will write some draft guidance over the summer.

Action: The Chair will prepare draft guidance on fieldwork over the summer.

The Director of Health and Safety and Chair are if necessary able to reject inadequate risk assessments. The Insurance Section notifies the Safety Office of any fieldwork or travel to an area which the Foreign and Commonwealth Office advise people not to travel to. Imperial College London has a system which flags up insurance issues.

Action: Mrs Smith will provide the Chair with the relevant web link for Imperial College London.

Positive feedback had been received for the pilot First Aid for Fieldwork courses.

4. Fire safety

The Fire Safety Compliance Officer is working on fire safety information for the web. This should be available by the next meeting

Action: The Fire Safety Compliance Officer to prepare fire safety information for the web by October 2015.

The Fire Safety Compliance Group has not met since the last Sub-committee meeting.

C S Todd and Associates Ltd have been awarded the fire risk assessments' contract from 1 June 2015.

Mick Marsh, formerly of Cambridgeshire Fire and Rescue Service, will work with Darren Franks as Fire Safety Adviser to provide 5 days cover to the University.

5. Electrical safety

There was nothing to report. Mr Jones asked what information the Sub-committee would like him to report on for future meetings. It was agreed that information on what work is going on would be helpful.

Action: Tim Jones will provide reports about work which is in progress.

Auditing is in process. The MRC Laboratory of Molecular Biology building had to be tested and it was noted that Cancer Research UK Cambridge Institute is in control of their electrical testing at this point in time. It was also noted that the PFI facility is not under the University's jurisdiction.

6. Pressure vessels

Mrs Eccles reported that the engineering insurance contract is due for renewal so tendering will take place. The working group is due to meet on 5 May 2015.

A meeting had taken place with current contractor, Allianz, to discuss ongoing issues. The company said they would provide additional resource for April so Bernard Ring (Allianz) will return. Unfortunately Andrew Hudson will be on 2 weeks' annual leave in April so the extra planned resource may only cover holiday leave. Tim Davis (Allianz's Contract Manager) had



indicated that the resource is intended to improve compliance following Mrs Eccles' latest report. An improvement in figures may be seen at the end of April. Mrs Eccles will continue to prompt departmental contacts on pressure vessels and, with Allianz' support, the compliance figures should improve.

7. Accidents and incidents

There are no obvious trends in the accident and incident report.

Incident number 2015005

This was a one-off incident.

Incident number 2015006

The collapse of shelving should prompt a review of other shelving to ensure there are no problems. These checks ought to be part of the annual safety inspection. However it was noted that similar incidents had occurred in the past in areas where regular inspections take place.

Incident number 2014602

The Disability Resource Centre (DRC) helpers are not always able to attend the safety induction in the department in which they will work. The Chair will contact the Head of the DRC about finding a solution.

Action: The Chair will contact the Head of the DRC about how to ensure that their helpers receive safety induction in the department they work in.

Tree incident

A tree had fallen in JJ Thomson Avenue. It had been identified as being dead and was due to be removed. All other trees will be inspected along JJ Thomson Avenue.

8. Any other business

The Chair thanked Dr Blunt for all her input into the Physical Safety Sub-committee, which she had suggested be set up. Dr Blunt will retire at the end of June.

9. Date of the next meeting

The date of the next meeting is Wednesday 21 October 2015 at 1415 in the Safety Office Seminar Room, 16 Mill Lane.

Future meetings will take place on Wednesday 20 January 2016 and Wednesday 13 April 2016 at 1415, venue to be confirmed.