

Wednesday 21 January 2015, 1415 in the Safety Office Seminar Room

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

In attendance: Miss L Durrant

Apologies: Mrs A Underwood

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

Work on the guidance for checking regulators is ongoing.

Action: Dr Blunt to produce the guidance on checking regulators.

Minute 3 Remit

The updated remit was circulated with the October minutes.

The Health and Safety Executive (HSE) have updated 'A guide to workplace transport safety' (see <http://www.hse.gov.uk/pUbns/priced/hsg136.pdf>).

3. University policies

3.1 Noise policy

Occupational Health had given feedback on the noise policy. The Deputy Director of Health and Safety reiterated that gardeners and ground staff need to be included in the policy.

Action: Dr Blunt will include gardeners and ground staff in the noise policy.

3.2 Fieldwork safety

The Deputy Director of Health and Safety had looked at two physical safety departments who have given feedback previously and have good systems in place. The Deputy Director will meet with Geography's Departmental Safety Officer this



afternoon and will attend Earth Science's annual field safety review. It is hoped that a draft policy will be in place for the next meeting.

Action: Deputy Director of Health and Safety to draft a policy on Fieldwork Safety for the next meeting (April 2015).

4. Fire safety

The Fire Safety Compliance Officer and School Safety Officers had met to discuss what fire safety information should go on the web. A draft should be available for the next meeting.

Action: The Fire Safety Compliance Officer will prepare a draft for the fire safety website for the next meeting (April 2015).

Mr Jones reported that Hallmark sign-in on arrival at a department but do not necessarily see the Fire Safety Manager (FSM). Mr Jones will ask Hallmark to see the appropriate FSM when they visit a department to improve communication.

Action: Mr Jones will raise the issue of Hallmark seeing the appropriate FSM when they visit a department at their monthly meeting on 6 February 2015.

The deadline for departmental fire risk assessments (DOFRAs) was on 1 December 2014 but as response was poor the closing date has been extended to 31 January 2015. Once the documents have been received the Fire Safety Compliance Officer will make sure these are compliant. The DOFRAs will be reviewed for future years as the exercise has highlighted some issues, particularly with Addenbrooke's Hospital.

The Fire Safety Compliance Officer is reviewing existing policy and guidance and the website.

The Security Office reports all fire alarm activations to the Fire Safety Compliance Officer and usually informs the relevant department. Usually 6-10 reports are received each week and these highlight issues for action. Reports on follow-up are chased by the Safety Office when necessary. The need to work together in dealing with incidents was noted.

The Fire Safety Compliance Group (formerly the Fire Safety Working Group) involves key stakeholders but is reviewing its membership so there is better University representation.

Fire risk assessments are held for every department but some are more than 5 years old. Review dates were previously put on the documents but these will be removed to ensure ongoing compliance. Tendering is taking place so a company can be appointed to undertake fire risk assessments. Buildings which host public events or provide sleeping accommodation will be prioritised.

The Estate Management (EM) Business Group is going through drawings for the estate to make sure they are up-to-date. The new capacity survey drawings do not show the fire system as they are limited to space data. Work on fire alarm installation drawings is in progress. Hallmark updates this information.



5. Electrical safety

Mr Jones had not received any comments on the 'Fixed Electrical Installations: Periodic Inspection and Testing' document so it will go on the Safety Office website.

Action: Tim Jones will send the Fixed Electrical Installations document to the Safety Office for inclusion on its website.

6. Pressure vessels

Dr Blunt had not received any comments on the Pressure Vessels guidance so will review it before it goes online.

Action: Dr Blunt will read through the Pressure Vessel guidance before it goes on the web.

Mr Jones is working to ensure that information about pressure vessels in new buildings is consistently communicated to departments. Mr Jones was asked to look at lifting equipment too.

Actions: Mr Jones will continue work to ensure that information about pressure vessels is communicated to departments with new buildings.

Mr Jones will look at how information is provided for lifting equipment.

Mrs Eccles reported that a pressure vessels update had taken place in November. Departments were well represented and a lot of problems with Allianz were highlighted. The participants realised that they were not alone in these difficulties. The Deputy Director of Health and Safety had subsequently contacted the University's Insurance Manager who then submitted a formal complaint. Since then no criticisms have been received which is positive.

The Deputy Director of Health and Safety and Mrs Eccles had met with the Insurance Manager about going out to tender for the contract. The Insurance Manager, Deputy Director of Health and Safety, Dr Blunt, Mrs Eccles, Tim Jones, Ian Burton-Palmer (Computer Laboratory) and Simon Gibbs (EM Maintenance Section) will form a working group to discuss requirements before inviting tenders.

The response from the Insurance Manager had been very positive about the issues with Allianz and the Chairman of the Consultative Committee for Safety and Director of Health and Safety were copied in regarding concerns. Senior managers have given their full support.

7. Accidents and incidents

The latest accident and incident report had been circulated with the agenda. It was a long report with a number of incidents relating to slips, trips and falls and banging heads on things.

Incident number 2014496

This incident occurred when an individual moved a dewar of liquid nitrogen which toppled and fell, injuring them as they tried to stop it.

Incident numbers 2014407-9

Three people had been affected by the same incident.

Incident number 2014559

An unsecure gas cylinder was knocked over. Concern was expressed as to how this could have happened. The department has secure storage.

Incident due to steam release

Mr Elsdon mentioned that steam release in a plant room had caused a scold. This may require follow-up when the Safety Office receives the report.

An example of pro-active accident management and follow-up

At a recent first aid event custodians, who had dealt with an incident when elderly parents of a student had fallen down unmarked steps, gave a presentation about how they managed the accident and follow-up.

Lifting and Manual Handling training

People have been trained in lifting and manual handling but are still experiencing problems. Therefore, lifting aids may need to be considered in these instances. It was suggested that lifting and manual handling training be reinforced to raise awareness.

8. Any other business

8.1 ARCO and cycling

Mr Elsdon had contacted the Environment Office about the possibility of promoting cycle safety and offering fluorescent tabards but no response has been received yet. It would be good to take up ARCO's offer and to use the tabards constructively. Other cycle related issues eg showers and secure cycle parking need to be considered too. Mr Elsdon will arrange to meet with someone in the Environment Office to progress this.

Action: Mr Elsdon will arrange a meeting with the Environment Office to discuss ARCO's offer of fluorescent tabards and cycling-related issues.

8.2 Health surveillance policy

The health surveillance policy had been circulated in November. Dr Blunt suggested that guidance is required as to what needs surveillance and at what level. Dr Grime had taken these comments on board at the Chemical Safety Sub-committee meeting on 20 January 2015.

Dr Blunt agreed to review provide feedback on the table in the health surveillance policy (pages 3-4). It was suggested that the decision tree (in the chemical document) be included as appendix 2. Any further comments on the policy should be made to Mrs Smith by 30 January for submission to the Consultative Committee for Safety on 17 February 2015.



Actions: Dr Blunt will review the table in the health surveillance policy and provide feedback to meet the deadline.

Further comments on the policy should be made to Mrs Smith by 30 January 2015.

8.3 Workshop review/inspections

Mr Elsdon would like to review workshops in the School of Biological Sciences. The Secretary will advise Mr Elsdon and Mrs Smith when he next carries out an inspection so they can join him and vice versa.

8.4 HSE

Robert Meardon (HSE Inspector) is seriously ill. Chris Taylor (Principal HSE Inspector for the region) will be the University's inspector until further notice.

In December the HSE published new guidance on 'Safe Use of Lifting Equipment' (see <http://www.hse.gov.uk/pubns/ priced/ l113.pdf>).

8.5 Hand-Arm Vibration (HAV) Toolbox Talks

The Deputy Director of Health and Safety will run a HAV toolbox talk in Selwyn College for their gardening team (26 January) and for Physical Education (10 February).

8.6 Annual Departmental Safety Officer (DSO) Event, 17 March 2015

The Deputy Director of Health and Safety asked for volunteers to give a 10-minute presentation at the Annual DSO Event on 17 March. An update on health surveillance policy was suggested and the final version could be launched on that occasion.

Action: Anyone willing to give a 10-minute presentation at the DSO Event on 17 March should contact the Deputy Director of Health and Safety.

9. Date of next meeting

The date of the next meeting is Wednesday 15 April 2015 at 1415 in the Safety Office Seminar Room, 16 Mill Lane.