

Wednesday 17 January 2018, 1400 in the Jaffna Room at Greenwich House

Present: Ms Saba Alai (SA - Chair and Physics), Mrs Andrea Eccles (AE - Secretary and Safety Adviser), Mr Mark Elsdon (ME - School Safety Officer, Biological Sciences), Mr John Hulme (JH - Chemical/Physical Safety Adviser), Mr Tim Jones (TJ - Senior Maintenance Manager) and Dr Keff Tibbles (KT - Clinical School Safety Officer)

Minutes: Miss L Durrant (Safety Office)

Apologies: Ms Nili Getman (NG - Statutory Compliance Policy Development Officer in Estate Management), Dr Margaret Glendenning (MG - University Fire Safety Manager and Chair of the Chemical Safety, Sub-committee), Mrs Liz Smith (LS - Occupational Health Manager), Mr Will Smith (WH – Union representative) and Dr Richard Turner (RT - Departmental Safety Officer in Chemistry)

Sub-committee for Physical Safety

1. Minutes of the Sub-committee meeting held on 11 October 2017

The minutes were approved.

2. Matters arising and action plan update not covered elsewhere

SA went through the action plan and the updated version will be circulated with the minutes.

Sub-committee members were reminded to read through the policies on Noise, Risk Assessment and Events and Festivals guidance and to give any feedback to AE before the next meeting.

3. University policies and guidance

The suspect letters and packages leaflet has been reclassified and given a new reference number (HSD102M).

A request was made for succinct information on changes to documents to be included in the latest information section of the Safety Office website. The addition of a revision history in all Safety Office publications would be helpful.

KT stated that the guidance on Fieldwork (HSD055M) and Working away from Cambridge (HSD039M) are similar, which makes it difficult for people to know which document they should read. SA and AE will look at these publications before the next meeting to see if the guidance documents can be made more distinct or combined.

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An “Uninterruptable Power Supplies” guidance leaflet has been drawn up by JH and comments are needed from all before the leaflet is taken to CCFS for approval.

4. Estate Management (EM) Transitional Property Procedure

TJ explained that only part of a building may be vacant so the procedure has been expanded to include transitional as well as vacant property. There is a checklist and agreed format to work with. This is important for departments of partly occupied buildings in terms of fire risk etc. EM staff are being consulted about the documents.

5. Fire safety

No report was available.

6. Electrical safety

TJ circulated a pie chart which showed the present position of inspection and test of fixed wiring in all University buildings. The Department of Chemistry and the University Library are currently being tested as part of the programme. A follow up programme will be carried out where necessary. Buildings are scored according to risk so a rigid re-test scheme is in place. Items receive their first test 5 years after installation and, following that, as deemed appropriate by a competent person.

The maintenance contract for high voltage and major low voltage installations has been signed and in place since 15 December 2017.

7. Pressure vessels and lifting equipment statutory inspections

AE reported that 230 items are overdue for inspection. This figure has decreased significantly since the last meeting and AE is working with Bureau Veritas to reduce this further. The reason items are overdue for inspection could be due to the department or Bureau Veritas. A 14-month re-inspection period is often stated on the written scheme of examination but depending on the type of pressure vessel this period could be 24 or 36 months. To help departments co-ordinate the inspection with the equipment's annual service Bureau Veritas will bring the inspection date forward slightly to allow the inspection to be carried out whilst the service engineer is on site and has taken the system apart. This does take some co-ordination effort from the department but should avoid the system having to be taken out of use twice in a short period of time and the expense of two visits from the service engineers. However if this opportunity is missed then the inconvenience and expense must be incurred by the department to allow the equipment to be inspected.

Bureau Veritas will run a Continuing Professional Development update on statutory compliance on 8 February 2018 for EM maintenance staff and project managers. There has been no uptake from project managers despite them requesting the training. The Director of Occupational Health and Safety will be asked to request the presence of Project Managers at this training.

The Health and Safety Executive (HSE) had recently sent a letter to the Clifford Allbutt Building (CAB) as Bureau Veritas have a legal obligation to inform them of a fail. CAB has 14 days in which to reply to the HSE.



8. Occupational Health

No report was available.

9. Accidents and incidents

The accident/incident report was circulated with the agenda.

SA displayed a chart showing accident report data. The group discussed the need for more parameters to be made available.

10. Any other business

There was no other business.

11. Date of the next meeting

The next meeting will be held on Wednesday 28 March 2018 at 1400 in the Jaffna Room, Greenwich House.