



Thursday 21 January 2021, 0930 on Microsoft Teams

Present: Ms Saba Alai (SA - Chair and Physics), Mrs Andrea Eccles (AE - Secretary and Senior Safety Adviser), Dr Piete Brooks (PB - School of Technology representative), Dr John Ellis (JE - School of Physical Sciences representative), Mr Mark Elsdon (ME - School Safety Officer, Biological Sciences), Dr Androulla Gilliland (Senior Safety Adviser), Mrs A Gower (AG - Safety Adviser), Mr Tim Jones (TJ - Senior Maintenance Manager, Estate Management), Mrs Liz Smith (LS - Occupational Health Manager), Mr Will Smith (WS - Union representative), Mr Gary Steele (GS – Departmental Safety Officer, Engineering), Dr Keff Tibbles (KT - Clinical School Safety Officer) and Dr Richard Turner (RT - Departmental Safety Officer in Chemistry)

Minutes: Miss L Durrant (Safety Office)

Apologies: Dr Adrian Carpenter (AC - Clinical School representative), Mr S Halliday (SH - University Library) and Dr Martin Vinnell (MV - Director, Health, Safety and Regulated Facilities)

Sub-committee for Physical Safety

1. Minutes of the Sub-committee meeting held on 15 October 2020

References to WH will be corrected to WS (Minute 7.3 and 7.4). The minutes were approved.

2. Matters arising not covered elsewhere

There were no matters arising.

3. Discussion about who will Chair these meetings for the next two academic years

It was felt that the Chair needs to have a good knowledge of how the University works or have time to learn this and carry out the role. It is not essential to have an academic as Chair because they have opportunity to contribute as a member.

Departmental Safety Officer's (DSOs) usually have regular contact with the Safety Office and so may be willing to take on the role of Chair for one academic year. A job specification for this role would be helpful. The existing Chair will continue until a new one has been appointed and completed a period of 'job shadowing'. GS indicated that he would be willing to shadow the present Chair for 18-24 months.

ACTIONS: The Chair will write a job specification for the role.

Safety Office
Greenwich House
Madingley Road
Cambridge CB3 0TX

Tel: +44 (0) 1223 333301

Fax: +44 (0) 1223 330256

Email: safety@admin.cam.ac.uk

www.safety.admin.cam.ac.uk



The Secretary will also consider a DSO to be invited take on the role of Chair for one academic year.

4. University policies and guidance

The Chair offered to revise the Risk Assessment Handbook and circulate it to the Committee for comments.

ACTION: The Chair will revise the Risk Assessment Handbook and circulate it for comments.

New Guidance on Departmental Safety Committees (HSD212M) was circulated to DSOs earlier this week. See <https://www.safety.admin.cam.ac.uk/system/files/hsd212m.pdf>.

The Ventilation Risk Assessment Tool was issued and circulated to DSOs in December. See <https://www.safety.admin.cam.ac.uk/policy-guidance/miscellaneous/hsd211m-ventilation-risk-assessment-tool>.

5. SafeSpace Inspections

Inspections of all opened buildings/departments were completed before Christmas. There are seventeen departments or buildings still to be inspected when they open. No-one is working in those buildings at present. The SafeSpace Team have primarily been giving advice on ventilation this month. Qualtrics will be used to follow up the SafeSpace Inspections already carried out and in particular ask questions regarding control measures that have been changed or introduced during this current lockdown. The SafeSpace Team would like to know how many people are on Site, as there seems to be more people in the workplace than there was during the first lockdown. It was recognised that the University instructed more people to remain at home during the initial lockdown.

6. Pressure vessels and lifting equipment statutory inspections

The Secretary reported that only 46 assets were overdue for inspection despite the various lockdowns. Over 4,000 items are due to be inspected in over 55 days' time. Safety defects were recorded for over 70 items and although these may subsequently have been resolved, the items will remain on the list until the next inspection. There were 196 items unavailable for inspection because the engineer could not access or find them, etc. The Secretary will start to contact the relevant departments to ascertain which unavailable items are still in use and remind them to arrange for an inspection from a Bureau Veritas engineer as soon as possible if they had not been able to gain access due to lockdowns in 2020.

7. Occupational Health

DSE assessments were discussed as part of the action plan review (see Minute 8). The Occupational Health Manager had nothing further to report.



8. Action plan review

The action plan was reviewed and updated.

Occupational Health are receiving some DSE assessments for people working from home. If achievable, it was suggested that now would be a good opportunity to get a training package in place so it is ready for people returning to the workplace. AssessNet (provided by Riskex) is used for online accident/incident reporting and has a DSE assessment module. A case would need to be made for purchasing the DSE assessment module. The Chair suggested that the Committee members provide LS with details on packages they have used eg Posturite, Cardinus Risk Management Ltd, AT&F Solutions, etc so it can be determined if they are fit for purpose. The Sainsbury Laboratory had purchased a system, which was tailored to their needs. It would be helpful to consider who could be involved in a Working Group to take this forward. Occupational Health get referrals for those who have not completed DSE assessments so are keen to progress this matter.

ACTIONS: Those with experience of DSE assessment systems are asked to provide LS with a brief description of it.

LS to form a Working Group for DSE assessment

The Secretary and AG attended a meeting with Procurement to discuss whether reclassifying University suppliers would have safety implications. There have been a number of changes within the Procurement team. Chris Day is due to start in Procurement in March. TJ will speak to Dr Glendenning (Head of Safety Assurance) about progressing the query about safety checks required for potential University approved suppliers, especially those used by Departments.

ACTION: TJ will speak to Dr Glendenning about progressing the query relating to safety checks required for potential University approved suppliers.

Guidance on Ventilation Risk Assessment was distributed to DSOs in December and is available on the SafeSpace web pages. A space cannot be used until it has been risk assessed (space and usage) and is deemed low risk (green category). A web ventilation tool is available at <https://airborne.cam/>. Only spaces that are below 1% risk on this tool can continue to be used.

It was suggested that Microsoft Teams be used to allow DSOs and Safety Office staff to informally exchange information, encourage and support colleagues. Official dissemination of information could be dealt with separately as usual but documents could be shared or referred to on Teams.

ACTION: The Chair and Secretary to discuss submitting a proposal to the Director of Health and Safety for using Microsoft Teams informally for the exchange of information and support for DSOs.



AG shared the University Radiation Protection Officer's response about the use of Ultraviolet (UV) sterilisation. Dr Gilliland advises not using UV lamps for microbiological safety cabinets, as they are not effective against biologicals. The UV lamps may be effective the first time but not long term. If UV lamps are inadvertently left on, they can expose people to more radiation.

JE suggested that the use of UV lamps for sterilisation could be implemented and thought that UV lamps situated in rooms, directed upwards after ensuring there was no reflection from the ceiling, would be safe. It was suggested that JE take this matter forward himself, writing to the Director of Health and Safety and University Radiation Protection Officer and talk with academic colleagues who work with such applications in other departments to assess the use of this technology for the University.

9. Accidents and incidents

The accident/incident report was circulated prior to the meeting.

The Secretary and Dr Gilliland had prepared graphs showing accident/incident data from the AssessNet system. The Committee agreed that information on the most prevalent injuries and common causes of accidents/incidents would be helpful for future meetings.

10. Guidance on avoiding needlestick injuries

The Chair had written guidance on avoiding needlestick injuries for use in their department. A Safe Use of Sharps guidance leaflet (Ref HSD192b) is published online at <https://www.safety.admin.cam.ac.uk/system/files/hsd192b.pdf>.

Based on data from 2018 about 10% of sharps incidents reported would have related to needlestick injuries. Sharps injuries are a perennial issue as new students arrive each year and do not always adhere to the training and advice given. Sharps incidents mainly relate to students. Glass and Sharps training forms part of the Postgraduate Safety Course and is available online this academic year. Carrying out a risk assessment and talking through it with an individual is an important addition to training. It is recognised that students increasingly operate virtually. Whilst suitable measures need to be in place, the University needs to provide the right type of training.

11. Any other business

There was no other business.

12. Date of the next meeting

The next meeting will take place on Thursday 15 April 2021, 0930 (MS Teams).