



Wednesday 22 October 2014, 1415 in the Safety Office Seminar Room

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

In attendance: Miss L Durrant

Apologies: Mr J Hulme, Dr W Proud, Mrs M-J Robinson 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 8.1 Eye protection awareness

Eye protection posters are available.

Post-meeting note: Eye protection posters have been circulated to the Sub-committee.

Minute 8.2 Magnets and magnetic fields

The Fire Safety Compliance Officer will meet the new Liaison Officer at the Cambridgeshire Fire and Rescue Service in two weeks' time. Further information can then be given regarding material to be kept in the thresholds box etc.

Minute 8.3 Regulator incident 2013080

Dr Blunt had prepared a checklist on regulators which had been circulated. The guidance is not yet available.

Action: Dr Blunt to provide guidance on checking regulators.

3. Remit

It was agreed that 'Workplace Transport' should be added to the Remit's list of physical hazards (no 4).

Action: The Remit is to be updated and circulated.



4. University policies

There is an ongoing review of University policies.

4.1 Noise policy

Dr Blunt had prepared the Noise policy which has been circulated to the Sub-committee. Comments on the policy should be passed to Dr Blunt.

Action: Comments on the Noise policy to be submitted to Dr Blunt by Friday 14 November.

The Health and Safety Executive have noise posters which can be downloaded.

4.2 Fieldwork Safety

The Deputy Director of Health and Safety mentioned a risk assessment for an academic in Sudan which consisted of two lines. The Deputy Director of Health and Safety will aim to have a draft policy on this ready for the next meeting. Information on the Safety Office website is very generic.

Action: Deputy Director of Health and Safety to aim to have a draft policy on Fieldwork Safety ready for January's meeting.

The University and Colleges Employers Association (UCEA) guidance on Fieldwork Safety is very good.

5. Fire safety

The Fire Safety Compliance Officer reported that there are now departmental and Estate Management fire risk assessments. The departmental risk assessment (DOFRA) will be carried out annually and concentrates on what is being done in a space and how it is being managed. The Estate Management risk assessment considers the fabric of a building, escape routes etc and will be updated when there is significant change. Information on this has been sent to Fire Safety Managers and Heads of Institutions. There had been feedback from embedded units that they had not received information but on checking the contact lists they had been sent the details. The deadline for returns is 1 December 2014.

The Fire Safety Working Group has met twice and looked at the structure of fire safety. Training is managed well through the Safety Office.

Embedded units at Addenbrooke's are expected to attend NHS fire safety training. Mr Franks had attended this training and Dr Tibbles will attend soon and give his feedback. Terry Shrehane (NHS) has attended the University's fire training. There was one conflict between the two Fire Safety Awareness training courses as the NHS told people to hold the CO2 extinguisher horn, whereas the University training instruct participants not to do this.

The Fire Safety Compliance Officer is reviewing all fire safety training, including the Globex online training. The Live Fire training will move up to Laundry Farm. It was noted that easy access and transport needs to be considered when offering this training to all departments.



Estate Management fire risk assessments have gone out to tender to 3 companies with a view to commencing work in January 2015.

The HSE has produced information on Working Safely with Acetylene. The Fire Safety Compliance Officer will meet with Mr Hulme to consider Acetylene and questionnaires will need to be sent out again.

The Safety Office holds a list of Fire Safety Managers. Fire Safety Managers are not all given a letter of appointment so there is no annual process for checking who holds this role. This is also the case for departmental contacts for pressure vessels and lifting and equipment.

The space occupied by the University at Addenbrooke's is being looked at. Using the same codes as Addenbrooke's and communicating with them will make it easier to ensure that both institutions have the same data.

Updates about what changes are coming up in fire safety will be communicated at these meetings. It was felt that there is little information of fire policy and training requirements. Guidance needs to back-up the training given and it would be helpful to have frequently asked questions available on the web. Work is being done on policies.

Action: The Fire Safety Compliance Officer will meet with the School Safety Officers to discuss information that would be helpful to put on the web with the aim of getting something in place by the end of December.

The company testing fire alarms do not always advise people that they are on site.

Action: Mr Jones will contact Hallmark to ensure that the appropriate staff in departments are aware when they are on site.

6. Electrical safety

Mr Jones circulated the Estate Management – Maintenance Section's 'Fixed Electrical Installations: Periodic Inspection and Testing' document. Electrical installations are tested after the original construction of a building eg 5 years but following that they will be updated when needed, a maximum of 10 years.

Action: Comments on the Fixed Electrical Installations document should be made to Mr Jones by Friday 21 November.

7. Pressure vessels

Guidance on pressure vessels had been circulated.

Action: Comments on the pressure vessels guidance should be passed to Dr Blunt by Friday 14 November.



The recommendation that the University move to a single source was agreed by the Consultative Committee for Safety but Allianz would not consider this proposal. The contract will go out for tender next year.

The Approved Code of Practice and new leaflet on pressure vessels were circulated in the summer.

Compliance for testing equipment has dropped from 81% (July) to 76% (October). This is because equipment has now gone past its inspection date and has not been picked up by the person managing it. This is disappointing as Mrs Eccles had visited over 90% of departments with pressure vessels. There is a lack of awareness rather than unwillingness. It is still proving difficult to get in contact with the Allianz engineer.

Finding out from project managers what pressure vessels are in new buildings can be difficult. Mr Jones reported that this information should be given in the documentation.

Action: Mr Jones will look into why information about pressure vessels in new buildings is not always available to departments.

Personally owned pressure vessels should be included in inspections as it is the University's responsibility to check these. There is a duty for co-operation.

On Thursday 20 November 2014 there will be an update meeting on pressure vessels for designated people. Dr Blunt agreed to lead a 10-minute session on coffee machines with 5 minutes for questions. Mr Jones was invited to speak on Estate Management's perspective for 10-minutes.

Mr Hudson thanked Mrs Eccles for her update and ongoing work with pressure vessels.

8. Accidents and incidents

Mr Jones reported that the lift at Cancer Research UK Cambridge Institute (Incident number 2013046) had functioned as it was supposed to in the situation but the injured party had a pre-existing back problem which had been aggravated by the incident.

There are a lot of common themes in the latest accident and incident report ie cycling incidents, slips, trips and falls and manual handling.

It was thought that at least two incidents (2014256 and 2014307) should have been included in the report for the Sub-committee for Chemical Safety.

Incident number 2014377

People did not know what the map reference was and the GPS did not work on this occasion.

Incident number 2014347

Co-operation and communication is needed between the relevant parties.



9. Any other business

9.1 ARCO and cycling

ARCO would be happy to provide some fluorescent tabards (with their logo on the back) which could be issued out to people actively involved in cycling. A champion is needed to take this forward. The Deputy Director of Health and Safety offered to be the cycling champion for the Safety Office. A cycling event had recently taken place in the University. Mr Elsdon will liaise with Mr Steve Matthews (Estate Management) and the Environment Office about taking this forward.

Action: Mr Elsdon will contact Mr Matthews (Estate Management) and the Environment Office about the possibility of promoting cycle safety and offering fluorescent tabards.

10. Dates of future meetings

The date of the next meeting is Wednesday 21 January 2015 at 1415 in the Safety Office Seminar Room, 16 Mill Lane. The final meeting for this academic year will be on Wednesday 15 April 2015.