

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

Present: Mr W Hudson (Acting Chair and Secretary and Deputy Director of Health and Safety), Ms S Alai (Physics), Mrs A Eccles (Assistant Safety Adviser), Mr M Elsdon (School Safety Officer, Biological Sciences), Dr M Glendenning (Fire Safety Compliance Officer), Mr T Jones (Senior Maintenance Manager), Mrs L Smith (Acting Occupational Health Manager) and Mrs A Underwood (Engineering)

In attendance: Miss L Durrant

Apologies: Mr J Hulme (Chemical/Physical Safety Adviser), Dr W Proud (Chair), Mr W Smith (University Information Services) and Dr K Tibbles (Clinical School Safety Officer)

Sub-committee for Physical Safety

Saba Alai from the Cavendish Laboratory was welcomed. Ms Alai will attend instead of Dr J Blunt who retired recently.

1. Minutes of previous meeting

The minutes of the last meeting were agreed. The comment was made that it would be useful to have names of members linked to job roles in future minutes.

2. Matters arising from the minutes

There were no matters arising.

3. Remit

The Remit had been circulated with the agenda. Item 7 of the Remit makes no mention of a student representative. The overall consensus was that a postgraduate student should be invited to attend future meetings.

Action: Mr Hudson will contact the Graduate Union to request that a postgraduate student representative at future meetings.

Risk analysis of accidents and incidents should be included in the Remit.

Action: The Remit will be updated to include risk analysis of accidents and incidents.



4. University policies

4.1 Noise policy

Action: Mr Hudson will aim to complete the Noise Policy by the end of this year.

The guidance on checking regulators (produced by Dr Blunt) has not been circulated yet. This will be followed up with Mr Hulme.

Action: Progress on circulating the guidance on checking regulators will be followed up with Mr Hulme.

4.2 Fieldwork safety

Mr Hudson gave a short presentation on fieldwork safety. A diverse range of fieldwork risk assessments are submitted and the importance of planning and preparation, including awareness of local customs, was noted. Copies of the University Insurance Office advice note on 'travel to regions of the world subject to an adverse (UK) foreign and Commonwealth Office rating' were available at the meeting.

Engaging with supervisors is necessary so they are aware of their responsibilities. How this information is disseminated to departments needs consideration. Dr Vinnell (Director of Health, Safety and Regulated Services) runs training for Principal Investigators as they have a supervisory role.

5. Risk assessment for new and expectant mothers at work

The updated risk assessment had been circulated with the agenda. Any comments should be passed on to Mrs Smith by the first week in November.

Action: Comments on the risk assessment for new and expectant mothers at work should be made to Mrs Smith by the first week in November.

6. Fire safety

Cambridgeshire Fire and Rescue Service (CFRS) had served a deficiency notice after attending an automatic fire alarm out of hours. Mr Franks (Estate Management), the Security Office and CFRS had liaised about this issue and the University has fulfilled the requirements of the notice.

C S Todd and Associates Ltd have started to undertake the fire risk assessments, starting with The Old Schools (zone A). They will work through to zone W. Surveyors are making appointments with departments. Mr Franks will carry out risk assessments for new buildings and once these are in place they will come under the C S Todd and Associates Ltd programme. Departments will receive a copy of the risk assessment and they will be available on the Micad system. Dr Glendenning is working with the Business Improvement Team regarding data.



There are plans to put out to tender for a fire systems contract, which will include evac chairs, fire extinguisher maintenance etc for commencement in August 2016. The existing contract ended in July and has been renewed for a further year. The new contract will be for 3 years with the possibility of 2 x 1 year extensions.

Estate Management and other key stakeholders are consulted at various stages regarding the design of new buildings.

7. Electrical safety

Mr Jones reported that the electrical fixed wiring and testing policy mentions risk assessing buildings within a 10 year benchmark. Mr Jones will send out a report with the up-to-date data. The University Farm is checked every 3 years as it is higher risk. Carrying out testing in museums can be difficult due to restrictions when work can be carried out. Estate Management set up and check the electrics when marquees are used for certain events as these are higher risk activities. Estate Management deals with Building Managers rather than Fire Safety Managers.

Action: Mr Jones will circulate a report containing electrical safety data.

Departments should have an emergency action plan in place in the event of a power cut. Insurers are less likely to make a pay out when a fridge loses power if no plan is in place.

8. 'Pressure System, Lifts and Lifting Equipment' Statutory Inspection Contract

Mrs Eccles reported that the contract changed from Allianz to Bureau Veritas on 1 August. There have been some teething problems as can be expected with a large contract. A Pressure Systems Update was held in September with good attendance. SWIFT training has been offered to departments who did not attend the update. The second session will be held on 22 October.

Table top pressure cookers initially could not be tested by Allianz as they would blow the pressure release valve. Later Allianz were able to test the cookers. Bureau Veritas had said they could not test the pressure cookers either but they have now agreed to issue certificates if the pressure release valve is replaced. Prestige engineers have to be on site to do this and there is a knock-on cost for departments.

A meeting about chillers will be held with Richard Borthwick (Estate Management), who attended the update.

9. Pressure vessels

See Item 8.

10. Accidents and incidents

The latest accident and incident report had been circulated with the agenda. If action is needed following receipt of a report, a notice may be sent out, an alert could go on the Safety Office website, the issue may be raised at a departmental safety committee and/or the topic included in one of the safety updates.



11. Any other business

11.1 The Electricity at Work Regulations 1989

The Health and Safety Executive (HSE) document has been updated this month.

11.2 Use of drones

A few departments had contacted Mr Hudson regarding concerns about drones. If a drone came down on University property a civil claim would need to be made against the person operating the drone. Lloyd's insurance has produced an Emerging Risk Report - 2015 - 'Drones Take Flight'. The University uses drones elsewhere. There are data protection issues with drones and CCTV due to live data streaming.

12. Date of the next meeting

The date of the next meeting is Wednesday 20 January 2016 at 1415 in the Safety Office (venue to be confirmed).