

Wednesday 12 October 2016, 1400 in the Jaffna Room at Greenwich House

Present: Ms Saba Alai (SA - Chair and Physics), Mrs Andrea Eccles (AE - Secretary and Safety Adviser), Dr Adrian Carpenter (AC - Clinical School representative), Dr John Ellis (JE – School of Physical Sciences representative), Mr Mark Elsdon (ME - School Safety Officer, Biological Sciences), Dr Margaret Glendenning (MG - Fire Safety Compliance Officer), Mr Tim Jones (TJ - Senior Maintenance Manager), Mr Ian Slack (IS - School of Technology representative), Mrs Liz Smith (LS - Occupational Health Manager), Dr Keff Tibbles (KT - Clinical School Safety Officer) and Mr Richard Turner (RT - Departmental Safety Officer in Chemistry)

Minutes: Miss L Durrant (Safety Office)

Apologies: Mr Will Hudson (WH - Deputy Director of Health and Safety), Mr John Hulme (JH - Chemical/Physical Safety Adviser), Mr Will Smith (WS - Union representative)

Sub-committee for Physical Safety

1. Minutes of previous meeting

The minutes of the last meeting were agreed.

2. Matters arising from the minutes and action plan update not covered elsewhere Minute 9.3 Science Festival, 13/04/16

A member of the Science Festival team (Office of External Affairs and Communications) will be invited to January's meeting to talk about guidance for planning events.

3. Remit

A poster had been designed to advertise membership on this committee to the Graduate Union. The poster had not been sent as a request for a representative was due to be made at the Graduate Safety Course but was subsequently forgotten. The Secretary will send the poster to the Graduate Union within the next two weeks and if no response is received within one month the Chair will ask someone in the Department of Physics to join the committee.

The Chair had circulated some questions for the committee to consider. MG explained the background of the Sub-committees and membership.

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There was some discussion about the Remit, and it was agreed that:

- The list of physical hazards should be expanded to include the relevant legislation that requires compliance
- Once this was updated, the Chair and secretary would consider what guidance is available from the Safety Office and identify any gaps in guidance (Gap Analysis), which could inform future work by the Committee
- Auditing and training should be added and included in the agenda as for other committees;
- It would be helpful to compare the agendas and remits for all relevant committees to ensure there is alignment.
- Working groups could be set up, and include people who do not sit on the committee, to progress specific issues instead of all the work falling to one person.
- The Chair will draft an amended Remit and circulate it for comment before it goes to the Consultative Committee for Safety for ratification on 15 November.
- The above, together with learning from analysis of incident trends, will inform the Committee's work plan for the year.

JE had found it difficult to locate anything on physical safety eg electrical safety on the Safety Office website under Subjects, although the website does contain helpful information on other areas. If someone was new to the University and did not have a Departmental Safety Officer where would they find information on electrical safety or understand the differences between ionising/non-ionising radiations, for example? The Little Green Safety Book used to be a good sign post to various subjects but it is no longer available. The committee will recommend changes to the Safety Office website layout.

There was consensus that representatives from different University Sites eg New Museums Site, Sidgwick Site and the vicinity around Greenwich House, as well as higher risk departments (in terms of physical safety) would be useful, since this Committee considers all physical risks. As postdocs are members of staff they are represented by academics and others. The Chair will ask the Director of Health and Safety how best to obtain such representation.

4. University policies

4.1 Noise policy

WH is working on draft version 3 of the Noise policy and will include a section on music/musicians. The Safety Office has been actively involved in monitoring noise levels in the ADC Theatre and Faculty of Music and gained experience in this area. WH will be asked to circulate the updated policy as soon as it is completed and before the next meeting.

4.2 Fieldwork safety

The Chair and Secretary had been given an update. WH is now on draft version 5 of the Fieldwork Safety guidance and is working on the risk assessment format. WH will

be asked to circulate the updated policy as soon as it is completed and before the next meeting.

WH had run two Fieldwork Risk Assessment courses in the Department of Politics and International Studies on 7 and 10 October 2016.

Safer Edge are carrying out detailed risk assessments of specific fieldwork proposals for the University.

5. Fire safety

C S Todd and Associates continue to make progress with risk assessments. They are working on the Addenbrooke's Site at present, looking at embedded accommodation.

Three fires had been reported recently. One took place at the Coombs Building (Veterinary Medicine) due to hot works being carried out without a permit. A laptop caught fire in the William Gates Building and there was a car fire on the West Cambridge Site too. C S Todd will look at the West Cambridge Site next.

MG had met with Cambridgeshire Fire and Rescue Service and the Security Office to discuss fire access routes and appliance sizes etc. Discussions will take place with Security about the directions given to the fire brigade as the postcode for the Nanoscience Centre, following an electrical fire in a laboratory, was incorrect. Communication with neighbouring departments would be helpful following a fire. A fire strategy for sites and buildings will need to be prepared, particularly with increased growth expected on the West Cambridge Site.

6. Electrical safety

TJ will issue the work plan for fixed electrical installations once it has been finalised.

A tender for high voltage work is in progress and the contract is expected to be signed by March/April 2017. A tender for fabric maintenance (including lightening protection) is also underway.

7. Pressure vessels and lifting equipment statutory inspections

The technical specialist at Bureau Veritas has not provided guidance on application of the inspection programme to fixed gas pipework in departments yet so AE will follow this up.

AE had circulated a report on the first annual contract review for Bureau Veritas. Attempts will be made to reduce the list of 300+ 'unavailable' items, although many of these are duplicated. The service provided by Bureau Veritas has been a considerable improvement on that given by the previous company. Departments can notify the engineers or BV administrators about new items. AE will ask Bureau Veritas to include room numbers and ensure that the Department of Engineering's list is up-to-date.



8. Occupational Health

Report by LS:

Occupational Health receives musculoskeletal disorder referrals, including computer use and non-work related use. They are being more proactive in dealing with these referrals by asking people to carry out workstation assessments and discussing what people do out of work which may exacerbate the issue. A training package is being prepared and it is expected that this will be advertised via the Safety Office in the next couple of months.

The 'do not attend' rate for appointments is still higher than it should be but it has reduced slightly. In September the number of clinic hours lost amounted to approximately 27 hours.

A Mental Health Awareness session on 1 November 2016 has been organised by AE and advertised to University first aiders.

9. Accidents and incidents

Using data provided by the Safety Office the Chair had produced and circulated a report on accident and incidents related to physical safety for the period 2015 to date. The Chair will ask the Safety Office to produce a report on all accident and incident data, including RIDDOR reportable, for future meetings – Post meeting note: This will be done by the Secretary, as for other sub-committees. The committee would find it helpful to know the following items in addition to information provided, in order to identify significant physical risks and inform the committee's work plan and fulfil their responsibility to inform Consultative Committee for Safety of significant issues:

- Item 3a on incident reports – Nature of injury or harm
- Item 3b – Area of body affected (so for example injuries to eyes could be identified)
- Item 4a – More details about the incident (categorization of incidents)

ME reported on an ergonomic incident which had been RIDDOR reportable and so resulted in a visit from the Health and Safety Executive (HSE). An improvement notice had subsequently been issued by the HSE. A competent ergonomist will carry out a risk assessment and consider training. Post – meeting note: May we know the basic contents of the improvement notice so that the committee may learn from this?

10. Any other business

10.1 Cycling safety on the West Cambridge Site

Dr A Jardine (Physics) had mentioned to JE that there is no signage to tell people what should happen when the cycle paths end. This needs to be looked at so that people can move about the Site safely. The Chair will raise this at the West Cambridge Site Committee.

11. Dates of future meetings

The date of the next meeting is Wednesday 18 January 2017 at 1400 in the Jaffna Room, Greenwich House.

WH no longer works on Wednesdays so an alternative day will be considered for future meetings.