

Wednesday 10 October 2018, 1400 in the Jaffna Room at Greenwich House

Present: Ms Saba Alai (SA - Chair and Physics), Mr John Hulme (JH – Acting Secretary and Chemical/Physical 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), Mr Tim Jones (TJ - Senior Maintenance Manager, Estate Management), Mr Gary Steele (GS – Departmental Safety Officer, Engineering), Dr Keff Tibbles (KT - Clinical School Safety Officer) and Dr Martin Vinnell (MV – Director, Health, Safety and Regulated Facilities).

Ms Elin Davies (ED) attended for Items 1 and 2 only.

Minutes: Miss L Durrant (Safety Office)

Apologies: Mrs Andrea Eccles (AE - Secretary and Safety Adviser), Ms Nili Getman (NG – Safety, Quality and Compliance Manager, Estate Management), 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. Welcome and introductions

The Committee introduced themselves. The Chair welcomed GS.

2. Presentation of the New Guidance Documentation for students working away from Cambridge

ED has been working on guidance to support policy for students working away from Cambridge. The guidance aims to clarify how the University's Safeguarding policy will be put into practice by departments and colleges. ED collaborated with SA and KT to consolidate Safety Office publications and existing guidance so there is one document for travel, working away, fieldwork and placements for staff and students, in response to issues raised by departments. Examples of department-specific travel risk assessment procedures will be included. SA, AE, JH and KT have looked at the new guidance documentation and Kerri Gardner (Graduate Studies) is now reviewing it. ED will circulate the documents to this Committee for comment after that stage.

MV advised that the new guidance documentation be sent to the Consultative Committee for Safety and the Health and Safety Executive Committee for ratification. A discussion took place about consulting Principal Investigators (PIs) before sending out the guidance but it was

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felt that the approved guidance should be launched to Heads of Schools and PIs without further delay, stating that it would be a 'live' document and could be reviewed in due course. The documents will go to the General Board Education Committee for approval on 7 November.

3. Minutes of the Sub-committee meeting held on 28 March 2018

Item 2 (action 2) will be amended so it refers to departments generally. The minutes will then be accepted as an approved record.

4. Matters arising and action plan update not covered elsewhere

Pipe survey - AE had sent out a self-survey about plastic pipe work used for distribution of gases under pressure for completion by departments.

ACTION: AE to email the Committee with comments on the survey responses.

PI Health and Safety responsibilities - The Chair and JE were not able to meet with MV, however Item 3 above deals with the issue they were to discuss. Safety concerns relate to PI awareness of safety responsibilities in general, not just in the Department of Physics. MV reported that the University is reviewing the duties that Heads of Departments (HoDs) can delegate, including for safety. The role and responsibilities of PIs will probably be considered next.

ACTION: MV to report when University guidelines for HoDs and PIs are being considered so health and safety responsibilities can be clarified.

Traffic Management Plans – Further to Traffic Management Plans being discussed for the Department of Chemistry, the Chair asked if Estate Management (EM) can assist all departments with drawing up Traffic Management Plans. It was agreed that the Safety Office should look at producing guidance in conjunction with EM relating to departments managing vehicle/pedestrian flow on sites.

ACTION: JH to follow up on progress with Chemistry's traffic management plan with Marita Walsh.

5. Review terms of reference and membership of the Sub-committee

Proposed changes to the Remit were circulated prior to the meeting. Additional changes were agreed as follows:

- Item 2.1 Only 'The Director of Health, Safety and Regulated Facilities' needs to be mentioned here (not a deputy).
- Item 2.5 Add closing parenthesis.
- Item 2.7 Amend as 'Schools/Full-time Departmental Safety Officers'
- Item 2.10 Remove 'and'. Next, seek clarification from the Registry about how Non-School Institution (NSI) representatives fit within the University structure, so that the Committee can determine if it needs to include them in the Remit.



- Item 3 The position of Chair will be reviewed every 3 years (not 2), in line with other committees.

ACTIONS: **MV to provide clarity of the situation with regard to Non-School Institution (NSI) representatives and how they should fit within the University's structure.**

Chair and Secretary to then amend Remit and circulate to the Committee.

6. University policies and guidance

Details of new guidance appears under the 'Latest Information' tab on the Safety Office website (see <https://www.safety.admin.cam.ac.uk/latest-information>). JH is ensuring that all Safety Office publications include a review history, so that significant changes are clear.

It was decided that 3 weeks was a reasonable timescale for comments on documents.

7. Estate Management (EM) Transitional Property Procedure

NG had requested that thanks be passed to those who gave time and consideration to Estate Facility's draft. TJ reported that work was in progress to finalise this procedure.

8. Electrical and fire safety

Electrical safety

TJ is working on a draft and will circulate it in the next fortnight.

ACTION: TJ to circulate draft by 24 October 2018, for comment by 14 November.

TJ reported that Estate Management had refocussed on 38 departments for fixed wire testing. The survey had been focussed on assets, but is now looking at risk topics across all assets. These surveys are part of the electrical infrastructure contract (in effect since February 2018) with Maintech Power Services.

MV reported that the Safety Office is recruiting a Portable Appliance Testing (PAT) technician to carry out PAT free of charge for non-science departments. A contractor has done this task over recent months.

Fire safety

TJ reported that C S Todd had carried out 36 fire risk assessments since the last meeting. The company has completed a year's cycle so the next round has begun. Michael Marsh (Fire Safety Adviser) reviews risk assessments when they come in.

All aspects of Estates governance and structure are being looked at.

Incidents - Oil left in a pan caught fire in the Whale Café (David Attenborough Building) despite the caterer saying they would not do this type of cooking. There had also been a fire in a chemical scrubber within Electrical Engineering because it had not been switched on before work began.



There had been 158 unwanted fire alarms this year. The fire brigade automatically attends out of hours since the normal delayed call system is not in place in the evenings and weekends. The Security Office will only look after the external security risks at buildings, so departments need to meet any additional needs.

9. Pressure vessels and lifting equipment statutory inspections

No report was available on pressure vessels. TJ reported the company had not kept lift inspections up-to-date, and this is now being rectified.

10. Occupational Health

No report was available.

The Committee agree that an electronic system for Display Screen Equipment (DSE) training and assessment would be better than a paper form.

ACTION: SA asked that the Occupational Health and Safety Service speak to the University Information Service (UIS) about the possibility of introducing an electronic system for DSE training and assessment.

11. Accidents and incidents

The accident/incident report was circulated a couple of days before the meeting. Apologies were presented for the short time frame to read the report on this occasion.

There was a long list of accidents/incidents to review (40 pages), as the last meeting was in March. It was agreed that the task of reading the report be shared amongst the Committee members in future, so the whole report does not have to be read by everyone. It was suggested that a way to do this would be to assign pages according to School.

Post-meeting comment from Chair: This makes it easy for some of the Committee and puts too much work on others. Therefore, it is suggested that the Committee to stick to the plan of dividing the pages equally.

ACTION: The Secretary will ask each Committee member to review a specific group of pages in detail. It would be helpful if AE highlights any accidents/incidents of significance (eg those that resulted in a report to the Health and Safety Executive).



Incident number 2018315

This incident is believed to have been due to a manufacturing fault. Live and neutral polarity were reversed on the mains' incoming socket and when the switch was corrected, it blew.

ACTION: The Committee should let JH know of any additional electrical issues that need to be brought to the attention of Departmental Safety Officers (DSOs). JH can then give DSOs suitable guidance about any action needed. DSOs need to be reminded of the 'Latest Information' tab on the Safety Office website.

Incident number 2018271

Where there is suspicion or evidence of an issue with a product there is a responsibility to alert the appropriate supplier.

Incident number 2018128

The Health and Safety Executive (HSE) had given guidance after a similar incident outside of the University.

ACTION: Estate Management need to be asked if automatic detection gates will be checked following this incident.

Incident number 2018141

The HSE box had been ticked but the reason for this was not clear.

ACTION: The Secretary to ask for an explanation for the HSE box being ticked be included in the text.

12. Legislation Gap Analysis

SA and AE had carried out a preliminary legislation gap analysis last year to identify work required to ensure compliance. However, they consider that a full review of 'Legal and Other Requirements' (similar to that used for international standards) be carried out to determine if all legislation relevant to physical safety had been covered.

ACTION: SA/AE to carry out a full review of safety legislation to identify if appropriate University guidance is available on compliance with regulations related to physical safety.

13. Any other business

Smart systems

There is a trend to access research equipment online. The UIS and Security Office will be approached about the safety implications for the University, in particular threats relating to hackers accessing and starting up/shutting down equipment remotely.

ACTION: JH to contact the UIS and Security Office regarding University policy for safeguarding against external interference with smart systems.



Potential for buildings to be occupied

SA raised the issue of potential for buildings being occupied, and the need for clear guidance on how to avoid/deal with occupations.

Post meeting minute

The Registrars' Office have produced Policies and Procedures relating to this subject. MV will bring copies of these for review at the next meeting.

14. Date of the next meeting

The next meeting will be held on Wednesday 16 January 2019 at 1400 in the Jaffna Room, Greenwich House.

ACTION: LD to ask the Safety Office Administrator if the last meeting of the academic year could be any later (eg in Easter Term) without inconveniencing other arrangements.