

Wednesday 16 October 2019, 1400 in the Jaffna Room at Greenwich House

Present: Ms Saba Alai (SA - Chair and Physics), Dr Piete Brooks (PB - School of Technology representative), 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), Ms Nili Getman (NG – Safety, Quality and Compliance Manager, Estate Management), Mrs A Gower (AG – Acting Secretary and Assistant Safety Adviser), Mr Tim Jones (TJ - Senior Maintenance Manager, Estate Management), Mrs Liz Smith (LS - Occupational Health Manager), 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).

Minutes: Miss L Durrant (Safety Office)

Apologies: Mrs Andrea Eccles (AE - Secretary and Safety Adviser) and Mr John Hulme (JH – Chemical/Physical Safety Adviser),

Absent: Dr Richard Turner (RT - Departmental Safety Officer in Chemistry) and Mr Will Smith (WS – Union representative)

Sub-committee for Physical Safety

1. Minutes of the Sub-committee meeting held on 27 March 2019

The minutes were approved.

2. Matters arising and action plan update not covered elsewhere

2.1 Incident number 2018128

AE will be asked to provide an update on progress with written operating procedures for automatic detection gates.

ACTION: AE to provide an update by the next meeting regarding whether written operating procedures are in place for automatic detection gates.

2.2 Racking Storage Inspections

AG reported that there is guidance for warehouses (HSG76). The Glasgow School of Art have written about shelving and visual inspection so University guidance can link to it.

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A lot of racking in the University has been in place for some time. Focus could be given to where racking is, for example, at the Ely Storage Facility and University Library. Staff working in those buildings move items manually rather than using forklift trucks (a major cause of damage to racking). The Ely Storage Facility could do their own working inspections with appropriate training. Some departments are not aware of the regulations relating to racking.

AG needs information about the types of racking and storage in the University so suitable, basic guidance can be issued on the construction of racking, its use and purpose and carrying out a visual inspection to check that it is not overloaded. Those managing facilities would look at racking and storage.

AG and AE will work on basic guidance with GS willing to provide input if necessary. Once a guide has been produced, it will be circulated to the Committee for comment.

ACTION: AG and AE/GS to draw up initial guidance on the type of racking and storage that could be at risk of damage and collapse. AG can then write to DSOs and/or facility/building managers to find out about the types of racking and storage they have in their departments, and use that as a basis for further advice and inspection.

2.3 CUFS flagging of hazards

SA had asked Procurement what requirements companies need to meet to become an approved supplier. The University has had a major procurement review and is now consulting with departments. SA expressed concern that no-one in Procurement is carrying out pre-qualification safety checks for contractors and what checks are done are not by competent safety assessors. SA has written to Helen Wain (Head of Procurement, Finance Division) about this issue and will forward emails to AE and MV. NG will raise this at the next meeting with the Insurance Section on 6 November.

MV stated that some checks are carried out to ensure that suppliers comply with health and safety as well as the Bribery Act and Modern Slavery Act in the pre-qualification stage to become an approved supplier.

ACTION: NG will speak to the Insurance Section about safety checks carried out before suppliers are approved.

3. Remit

NG will report which items the Sub-committee for Estate Safety will cover following their meeting on 17 October so this Committee can review its Remit. MV will cross-reference the Remits as needed. It is expected that this Committee will look at autoclaves and PSSR and lifting equipment in departments.

ACTION: NG will report which areas the Sub-committee for Estate Safety will cover so this Committee can review its Remit.



4. University policies and guidance

4.1 Working Away and Fieldwork Guidance

AE, SA and GS have worked on this Guidance to condense it and shift emphasis from students to everyone in the University. There are now 3 forms for staff and 3 for students. The forms for students mention colleges but otherwise are similar to the forms for staff. The web pages have been revised to support the Guidance and provide additional information. Examples have been put on the new forms and updated to show good practice. The procedure for preparing a risk assessment when doing low risk travel in the United Kingdom has been simplified and clarified.

Departments need to know where people in their department are in case of a major problem – this has to be reported to the Registry.

ACTION: The Committee are asked to read the [Guidance on Managing Risks from Travel, Fieldwork and Work Away \(rev 1\)](#) to ensure that they are familiar with it. Any comments should be directed to AE.

4.2 Guidance for Working Safely with Electricity

TJ had updated the Electricity - Guidance for Working Safely with Electricity in the University of Cambridge. This will be circulated after the meeting.

ACTION: Any comments on the draft Electricity - Guidance for Working Safely with Electricity in the University of Cambridge (to be circulated after the meeting) should be directed to TJ by 31 October.

5. Audits

AG reported that she has completed 15 management audits in a cross-section of departments, with varying results. Departments receive a report via the Assess Net system. Audits have indicated that departmental health and safety policies are often old. AG plans to revise guidance so departments review their safety policies annually.

It is evident that some staff, for example, Principal Investigators may not know what their safety roles and responsibilities are. When someone leaves a department, it would be easier if their duties can easily be assigned to someone else.

Departmental safety committee minutes tend to be a report and not many issues are challenged. Implementing a live action plan would be beneficial. Departments are encouraged to have a safety committee if they do not already have one.

Audits have indicated that communication between departments and Estate Management could be improved. Richard Borthwick's team (Estate Management) are addressing water safety issues. Some departments are unaware of their responsibilities regarding water safety and there is confusion about using Micad to view reports. A guide for Facilities Managers new to the role would be helpful. Many departments have old Service Level Agreements (SLAs) or they have been lost or not known if one exists. (Chrissie Leonard in Estate



Management is involved in the SLA process.) NG reported that 3 SLA workshops had been held.

Departments are unclear about how to use Permits to Work. Estate Management has a template, which departments can use. There needs to be an awareness that working in departments and working on equipment are different. NG reported that Estate Management staff had training and gave feedback that they are not always given the information they need. Departments need to know when someone is coming to carry out work, have arrangements in place and be aware of their responsibilities.

Post meeting ACTION: AG to review Permit to Work guidance HSD038M and ensure it meets the requirements of the law and departments.

6. Pressure vessels and lifting equipment statutory inspections

NG reported that Bureau Veritas had a glitch in service as they fell behind with passenger lift inspections due to long-term sick leave of an engineer. AE and Bureau Veritas' Contract Manager had sought to improve this and the company have now caught up. There was concern that the University is at risk of prosecution if the contractor fails to perform.

7. Occupational Health

LS reported that in the last 6 months there were 61 appointments related to Hand-Arm Vibration (HAV) syndrome where 12 people did not attend. There had been 162 appointments for Noise issues but 55 people failed to show up. When Occupational Health give the first appointment it was agreed that they should mention certain sanctions apply, including a charge to departments for missed appointments.

Some staff decline to attend appointments and there is no guidance about how to deal with that. LS and MV will review the HAV and Noise policies and GS and SA can then look at the documents as their departments have people working in these areas.

The Committee agreed that Occupational Health should spell out non-attendance charges in the invitation letters for occupational health surveillance.

ACTION: LS & MV will review the procedure for making non-attendance charges to departments.

The Safety Office carries out noise assessments so Occupational Health know what levels people are working at. Users of equipment need to log how long they use it and the trigger point for noise and HAV.

8. Accidents and incidents

The accident/incident report was circulated prior to the meeting. There were 3 RIDDOR accidents on the Sidgwick Site during the summer due to falls over tree roots which are coming up through block paving – these have been referred to Estate Management for action. Two members of the public were taken to hospital.



Post meeting ACTION: AE to find out if Estates has addressed problems with uneven paving following these accidents.

An update was requested as to whether physical (as opposed to chemical) eye injuries are reported to this Committee or not.

ACTION: AE is asked to provide an update by the next meeting as to whether physical eye injuries are reported to this Committee or not.

Androulla Gilliland and her team have worked hard to pilot and obtain feedback from several departments on the new online accident/incident reporting system. Once the online system is rolled out to all users, it will be easier to produce statistics.

9. Action plan update

The action plan will be updated following today's meeting.

10. Any other business

SA offered to set up a Google Suite Drive where this Committee's documents can be stored.

11. Date of the next meeting

The next meeting will be held on Wednesday 15 January 2020 at 1400 in the Jaffna Room, Greenwich House.