



Health and Safety Committee Minutes

Date/Time: Wednesday, 09th December 2020

Location: Virtual (via Zoom)

Present:

Prof T Wilkinson	TW	Chairman & Laser Safety Officer
Prof R Prager	RP	Head of Department
Mrs R Williams	RW	Head of Buildings & Estates Services
Mr G Steele	GS	Safety Officer
Mr S Wickens	SW	Safety Co-ordinator
Dr S Huang	SH	Biological Safety Officer
Dr D Hasko	DH	Division B/Local Safety Coordinator Rep
Dr G McShane	GM	Division C
Mr A Dennis	AD	Laboratory Technicians
Mr S Papworth	SPa	Workshop Technicians
Dr R Roebuck	RR	Dyson Design Centre Representative
Mr R Boothroyd	RB	Design and Technical Services Representative
Mr J Saunders	JS	Whittle Laboratory
Mr J Chandler	JC	Schofield Laboratory
Prof S Savory	SSa	Teaching Office Representative
Mr G Jack	GJ	BOC Representative
Miss D Hazell	DH	IT Services Representative

Minutes:

Mr S Wickens	SW	Safety Co-ordinator
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Apologies:

Mrs M Farrell	MF	Administrative Staff Representative
Miss L Sebastiani	LS	Trade Union Safety Representative (Unite)
Dr G Parks	GP	Radiation Safety Officer
Dr M Glendenning	MGL	University Safety Advisor
Dr S Pattinson	SP	Division E
Dr S Haigh	SH	Division D
Mr R Cronin	RC	Administrative Staff Representative
Dr S Scott	SS	Division A
Mr M Greenhalgh	MG	Facilities Manager

Absent:

Prof M Smith	MS	Division F
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1. Apologies & Welcome to new Attendees

- 1.1. Apologies received from Megan Farrell, Dr Geoff Parks, Lesley Sebastiani, Dr Sebastian Pattinson, Dr Stuart Haigh, Ryan Cronin, Dr Stuart Scott and Dr M Glendenning.
- 1.2. TW welcomed Dr Shery Huang as Department Biological Safety Officer (BSO) whilst Dr Savin is on sabbatical leave.

2. Minutes of Last Meeting

- 2.1. Approved with no amendment.

3. Matters Arising

3.1. Action Plan

- 3.1.1. RW reported that a full evacuation of the Trumpington Street site will be scheduled midway through the Lent term as there will hopefully be a larger number of people in attendance and thus testing our procedure thoroughly. **Action: M Greenhalgh**
- 3.1.2. GS reported that the search for an additional first aider for the Schofield centre is ongoing.
- 3.1.3. GS reported that virtual Principal Investigator (P.I.), training has been scheduled by the University Safety Office for December (2 sessions) and January (7 sessions). RP agreed to send out an email detailing the importance of attendance. **Action: G Steele**
- 3.1.4. Email to be issued to ask individuals to complete the university's on-line fire awareness training. **Action: M Greenhalgh**

4. Coronavirus (COVID-19) update

- 4.1. RW reported that there has been little change since the last meeting. Although there have been no significant changes as a result of National measures there has been a slight increase to occupancy levels in some rooms.
- 4.2. RW reported that a university ventilation risk assessment tool ([HSD211M](#)) has been developed for multi occupancy spaces. The tool is an indicator and provides a guide to risk factors. As a result of this there may need to be slight adjustments made to Departmental procedures. An online tool ([Airborne.cam](#)) to accompany the tool has been developed to further assess the medium and high risk ratings.
- 4.3. SW reported that following the proposal at the previous meeting that Safety Committee members take a role in monitoring their own areas for Covid-19 safety measure that a form has been developed to record an inspection. The form is currently being trialled and will be circulated with guidance notes early in the New Year. **Action: S Wickens**
- 4.4. AD requested that visitors to areas within the Department should give more notice of their intention to attend as his own lab is running at full occupancy level. RW replied that the University Estate Management team do have a tendency to arrive unannounced but that the request would be passed on.

5. Fire Safety Report

- 5.1. In MG's absence RW reported that everything is up to date and business as usual. The work on updating West Cambridge fire risk assessments is ongoing.

5.2. AD asked whether we knew how many fire wardens are on site at any one time and in the event of an alarm activation would there be enough to coordinate the evacuation procedure? RW replied that at present it is best to work to the out of hours protocol, however this is under constant review.

6. Accident/Incident Report

6.1. Four (4) incidents have been reported since the last meeting. GS outlined these accidents and incidents, there were no questions or comments from the committee.

6.1.1 **B410/A18:** IP was lifting four 25kg sacks containing water softener tablets out from a van onto a flatbed trolley. When manoeuvring the third bag, the IP twisted their body with their feet planted on the ground, resulting immediately in pain in lower back region. A risk assessment is in place and IP had manual handling training in 2011, with a refresher training planned prior to lockdown. IP off sick for 11 days due to back strain. It is RIDDOR reportable as IP was off for more than 7 days.

6.1.2 **B277/A5:** SW commented that this incident regarding an eye injury was due to an issue with a hand sanitiser pump which was undergoing maintenance and similar incidents have occurred across the University. RW confirmed that all such dispensers had now been replaced.

6.1.3 **B411/A7:** IP used tool to separate a thin metal sheet being attached to another sheet. The tool slipped and IP cut their finger on edge of sheet. First aider attended to clean and dress wound with plaster. IP did not follow SOP. *In response to the incident the follow actions have been undertaken:* Review of RA and relevant staff were reminded of SOP.

6.1.4 **B275/A5:** IP was using a gas torch in the specified area for this task to be undertaken. Bricks are used to create a workspace and the IP moved one of the bricks before it had cooled sufficiently which resulted in a burn injury being sustained. The IP was not wearing gloves at the time as the gas torch cannot be operated whilst wearing them. The IP was driven to A&E by a colleague following first aid in the local area. The IP has received training for the task however user error in the form of misjudgement resulted in him attempting to move the brick whilst still hot. *In response to the incident the follow actions have been undertaken:* Local procedures will be reviewed to prevent a recurrence of the incident.

7. Safety Officers Reports

7.1. Department Safety Officer – GS

7.1.1. The Safety Office has been kept busy this term, particularly with the part IIB project work.

7.1.2. There has been a good amount of risk assessments received for annual review which demonstrates a reassuring level of best practice across the Department. SW has developed a risk assessment review sheet which should simplify the process, this is currently being trialled and will be rolled out in the New Year with links being placed on the Safety Office website.

7.2. Biological Safety Officer – SH

7.2.1. The Department biological safety training has been moved online as a result of the Covid-19 pandemic and is delivered via Moodle. An end test is taken requiring a 100% score to be attained in order achieve a pass. The system is automated whereby if the test is failed the participant is automatically capable of retaking.

7.2.2. There has been a request for a project to be undertaken using Covid mimicking proteins. The substance is synthesised so no official safety certificates are available however the bio-collaborator who produced it has confirmed it can be used within the Department. GS suggested that if SH needed advice she could contact Dr Androulla Gilliland in the University Safety Office.

7.3. Laser Safety Officer – TW

7.3.1. Nothing of note to report.

7.3.2. However there is some concern with the local safety induction of PhD students as they are requesting laser sign off on form ATW34 without having commenced any work. TW is concerned that the students may think they have permission to undertake laser work without the need for further authorisation. GS replied that the Safety Office will review the induction forms and look into implementing a new procedure. **Action: Safety Office**

7.4. Radiation Safety Officer – GP

7.4.1. In GP absence GS reported that there was nothing of note to report.

8. BOC Report/Update – GJ

8.1. The Portable Appliance Testing (PAT) rolling 12 months (Dec 19 – Nov 20) stats were issued, this showed 20,691 items tested. 4,756 items been tested during Sept - Nov, with 11 item failing.

8.2. Nothing unusual has arisen from the routine testing schedule. GJ went on to say the amount of items tested this calendar year is currently around 18,200 and will probably rise to about 19,000 by the end of the year; This is just short of the usual 20,00 items which is most likely due to items that have been removed from the Department for use in home working environments. The result of the items not being in the Department could be that there will be more items to be tested next year. RW commented that the Silver Team have a list of research equipment that has been taken from the Department for home use so the list could be reviewed for any high risk items which should be brought back in for testing.

9. Safety Tour Programme – Update

9.1. SW reported that there have been two tours undertaken this term which is less than hoped but workload and Covid restrictions had had a negative impact. The reports and actions of these tours are being produced and will be issued before the end of term. The first tours of the New Year are being planned with relevant parties being informed imminently.

10. Any Other Business

10.1. GS asked RB to report on the updated protocol for entry to the machine shop at Trumpington Street. The area now has card readers at the entrances to control access. Visitors will need to arrange access in advance and will be required to wear closed toe shoes whilst on safety walkways and protective footwear if they wish to enter production areas. Safety glasses will be required in all areas. A supply of PPE will be available for visitors.

10.2. DGH reported that there have been issues with the collection of chemical hazardous waste. SW informed the meeting that there had been an issue with the contractor, (Biffa), as they are waiting for a new vehicle to be delivered, this will hopefully be resolved early in the New Year. RR reported that this concern had also been raised at the University Consultative Committee for Safety (CCSF).

10.3. AD requested that the current first aider contact poster should be circulated to Trumpington Street site Divisional administrators for them to cascade to relevant parties. **Action: S Wickens**

11. Date of Next Meeting

11.1. The next meeting is scheduled for **Wednesday 24th March 2021 @ 10:00am.**

11.2. Future meetings are provisionally scheduled to take place on Wednesday 23rd June and Wednesday 22nd September.