



Health and Safety Committee Minutes

Date/Time: Wednesday, 24th March 2021

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 Coordinator
Dr S Huang	SH	Biological Safety Officer
Dr D Hasko	DH	Division B/Local Safety Coordinator Rep
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 Rep
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
Dr S Pattinson	SP	Division E
Mrs M Farrell	MF	Administrative Staff Representative
Dr S Scott	SS	Division A
Mr M Greenhalgh	MG	Facilities Manager/Department Fire Officer

In attendance

Ms J Eason	JE	Computer Officer (<i>Left meeting after Item 2</i>)
------------	----	---

Minutes:

Mr S Wickens	SW	Safety Coordinator
--------------	----	--------------------

Apologies:

Miss L Sebastiani	LS	Trade Union Safety Representative (Unite)
Dr G Parks	GP	Radiation Safety Officer
Mr J Saunders	JS	Whittle Laboratory
Ms R Cronin	RC	Administrative Staff Representative
Dr M Glendenning	MGL	University Safety Advisor

Absent:

Prof Simon Godsill	SG	Division F
Dr S Haigh	SH	Division D
Dr G McShane	GM	Division C

1. Apologies & Welcome to new Attendees

1.1. Apologies received from Dr Geoff Parks, Lesley Sebastiani, John Saunders, River Cronin and Dr M Glendenning.

1.2. TW welcomed Julia Eason who is attending to discuss the online risk assessment tool.

2. Risk Assessment App – Update

2.1. JE reported that the risk assessment app has been in a development and trial stage for the last few months; Feedback has been taken on board and a full version is now being finalised with a view to it being launched towards the end of April. The system is based around two PowerApps, one for assessors and the other for approvers.

2.2. Following a general discussion regarding the system GS passed his thanks to JE for the work undertaken and she left the meeting.

3. Minutes of Last Meeting

3.1. Approved with no amendment.

4. Matters Arising

4.1. TW asked DH whether the waste collection issue had been resolved. DH confirmed that it had been collected however the contractor, (Biffa), still had some operational issues.

4.2. Action Plan

4.2.1. MG reported that a full evacuation of the Trumpington Street site will be undertaken when there are more people on site. MG also confirmed that the site is currently running to the out of hours measures with regard to fire and emergency. **Action: M Greenhalgh**

4.2.2. GS reported that the search for an additional first aider for the Schofield centre is ongoing and that ideally a rolling programme for training a PhD student should be implemented.

4.2.3. GS reported that online attendance of the Principal Investigator (PI), training had been very good with 54 individuals having completed the session. Further sessions will be announced in due course with the details circulated to relevant people. **Action: G Steele**

5. Coronavirus (COVID-19) update

5.1. SW reported that the inspection sheet for committee members, (or admin staff), to use has been trialled and should be circulated soon. MG enquired as to the frequency of inspection, SW suggested a formal, recorded inspection should be undertaken at least monthly however this would be up to the users discretion. The general consensus was that a weekly recorded inspection would be suitable.

MG also suggested that the section relating to face coverings being worn should be removed as this is outside the control of local administrators.

DH suggested a section relating to social distancing should be included.

SH asked what would happen in the event of individuals not complying with the guidance, RW responded that the ultimate sanction would be removal of access. RP reiterated that the “will of the community” was the best way to tackle the situation. Some people are concerned for their own safety and that of others whilst some people believe the measures to be excessive – therefore a balance needs to be struck.

- 5.2. RW reported that there is still no definitive plan on when we may expect a relaxation of the current measures. Until we hear otherwise we need to work to the existing guidance.
- 5.3. GS reported that a building inspection form had been launched by the University Safety office however it was withdrawn shortly after.

6. Accident/Incident Report

6.1. Four (4) incidents have been reported since the last meeting. GS outlined these accidents.

6.1.1 **B277/A6:** Near miss. During operation of a 3 Flex Surface Characterisation Analyser, the dewar chamber imploded and fell to ground, where it shattered and produced glass shards. No witness, no injuries. Hypothesis that part of a tool within the equipment was misaligned or bent. Equipment to be checked and incident investigated by manufacturer prior to future use. *In response to the incident the follow actions have been undertaken:* 1. Company contacted.

6.1.2 **B274/A8:** Near Miss. During characterisation of size distribution of metallic powder, the powder started to glow and the vacuum system began to burn and smoke. Powder extinguisher was used, Fire Service attended and removed vacuum system from building to allow to cool. Cause: insufficient time being given to allow powder to oxidise under controlled conditions. *In response to the incident the following actions have been undertaken:* Review of methodology and risk assessment with actions being worked through.

6.1.2.1 SP highlighted that although the task was covered by a risk assessment this assessment was out of date. In light of this SP is undertaking a review of all Division E assessments to either archive or review and renew as appropriate.

6.1.2.2 SS commented that although not a factor in this incident there was a general lack of understanding among some Department members of the consequences of mixing certain incompatible substances. This should be picked up in risk and COSHH assessments by supervisors, local safety coordinators or the safety office.

6.1.3 **B277/A8:** IP became unwell whilst working in 10k cleanroom, a task they normally don't carry out. They felt hot and weak and needed to sit down. First Aider attended. Contributing factors were temperature of room, too warm clothing worn by IP. Line Manager to carry out return-to-work interview. Lost time: 2 days.

6.1.4 **B273/A4:** A call point was disturbed when a piece of equipment knocked it whilst being moved by a technician. UoC Security Patrol attended, AFA was a call point activation, on checking all call points were unbroken. The alarm panel wouldn't reset, it was silenced & the staff allowed back in. The local building facilities coordinator checked the call points and identified call point in question and reset the fire panel successfully. *In response to the incident the follow actions have been undertaken:* 1. Call point identified and reset by local facilities coordinator. 2. Call point identified panel reset. 3. Call point address wrong - Estates Division to be contacted for BBC (UoC contract fire company) to sort.

7. Fire Safety Report

7.1. MG provided an update. West Cambridge fire risk assessment (FRA) review is ongoing – the FRA for the Schofield Centre has been received and the centre manager is working through the recommendations.

7.2. In case of a requirement for an evacuation, all sites are working to an “out of hours” procedure.

7.3. GS reported that there had been a good uptake to the online fire safety training. MG will ensure it is included in the back to work communication.

8. Safety Officers Reports

8.1. Department Safety Officer – GS

- 8.1.1. The Safety Office has been kept busy this term with the development of the risk assessment app and the migration of the Safety Office website.
- 8.1.2. Following a previously reported incident at the IfM, signage is being designed for lab doors, which in the event of an emergency would inform the fire service of the layout of the room and where hazards and emergency cut off devices are located. If the trial is successful at the IfM this will be rolled out across the Department.

8.2. Biological Safety Officer – SH

- 8.2.1. Nothing of note to report other than, Dr Thierry Savin will resume the role of BSO at the start of Easter term.

8.3. Laser Safety Officer – TW

- 8.3.1. Nothing of note to report.

8.4. Radiation Safety Officer – GP

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

9. BOC Report/Update – GJ

- 9.1. The Portable Appliance Testing (PAT) rolling 12 months (March '20 to February '21) stats were issued, this showed 20,146 items tested. 4,935 items been tested during Dec - Feb, with 18 items failing.
- 9.2. January fails were quite high; these were mainly due to non-UK (foreign) adapters.
- 9.3. Two BOC Safety Shares were received for freestanding cylinders, if cylinders are moved it is important to re-secure them. These two shares were rectified straightaway by the areas.

10. Weekend and after hours working arrangements – DH

- 10.1. Division B have been looking at working longer hours but there is a concern that this may not meet the requirements of the University HSD056 Working out of hours (WOOH) guidance. It was felt by colleagues across the West Cambridge sites that roaming security may help to alleviate any issues as there is security cover at Trumpington Street. RW responded to say that the security at Trumpington Street was required, as central roaming University Security would not routinely attend the site although the West Cambridge sites were covered. It was generally agreed that WOOH should be controlled through risk assessment with control measures put in place for appropriate first aid and “check in” protocols.

11. Safety Tour Programme – Update

- 11.1. SW reported that because of the University recommending only essential travel and visits be made, it had been felt that the safety tour programme should be temporarily paused. As soon as relaxation measures allow the tours will be continued. **Action: S Wickens**

12. Any Other Business

- 12.1. GS highlighted that there would be a number of committee members on sabbatical leave during the next academic year; replacements will need to be confirmed. SSa reported that Dr John Durrell will be representing the Teaching Office. **Action: G Steele**

13. Date of Next Meeting

- 13.1. The next meeting is scheduled for **Wednesday 23rd June 2021 @ 10:00am.**
- 13.2. Future meetings are provisionally scheduled to take place on Wednesday 22nd September and Wednesday 8th December.