



Health and Safety Committee Minutes

Date: Wednesday, 22nd June 2022

Location: LR3 in person and Virtual (via Zoom)

Present in person:

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| Mr G Steele | GS | Safety Officer |
| Mr S Wickens | SW | Safety Coordinator |
| Ms R McCawley | RM | Head of Buildings & Estates Services |
| Miss D Hazell | DH | IT Services Representative |
| Prof S Scott | SS | Division A |
| Dr S Whelan | SWh | Division B |
| Dr T Savin | TS | Division C and Biological Safety Officer |
| Mr A Dennis | AD | Laboratory Technicians |

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Present via Zoom:

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| Prof T Wilkinson | TW | Chairman & Laser Safety Officer |
| Prof R Prager | RP | Head of Department |
| Mr R Boothroyd | RB | Design and Technical Services Rep |
| Prof J Durrell | JD | Teaching Office Representative |
| Mr K Wright | KW | Trumpington St Workshop Technicians Rep |
| Mr J Chandler | JC | Schofield Laboratory |
| Dr S Pattinson | SP | Division E |
| Ms R Cronin | RC | Administrative Staff Representative |

In attendance:

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| Mr G Jack | GJ | BOC Representative |
| Mrs R Fogg | RF | Division F Rep |
| Mr D Phillips | DP | Dyson Design Centre Representative |

Minutes:

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| Mr S Wickens | SW | Safety Coordinator |
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Apologies:

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| Dr P Desnerck | PD | Division D |
| Dr R Roebuck | RR | Dyson Design Centre Representative |
| Prof S Godsill | SG | Division F |
| Mr M Greenhalgh | MG | Facilities Manager |
| Mr D Basham | DB | Whittle Lab Rep |
| Dr M Glendenning | MGL | University Safety Advisor |

Absent:

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| Mrs M Farrell | MF | Administrative Staff Representative |
| Prof G Parks | GP | Radiation Safety Officer |
| Mr C Hew | CH | Undergraduate Representative |
| Miss C Riordan | CR | Graduate Student Rep |

1.1. Apologies received from Dr P Desnerck, Mr D Basham, Dr M Glendenning, Dr R Roebuck, Mr M Greenhalgh and Prof. S Godsill.

2. Minutes of Last Meeting

2.1. Approved with no amendment.

3. Matters Arising

3.1. Action Plan

3.1.1 SW reported that ladder tags had been issued and that this would now be ongoing business to ensure checks were recorded and new ladders and platforms added to the register. **Action: Committee agreed to close the action.**

3.1.2. RM reported that a solution to the sun glare in Trumpington Street workshops was proving harder than thought due to the type of window however it was hoped this would soon be resolved. **Action: Ongoing**

3.1.3. SW reported that a meeting of the Trumpington Street first aiders will be scheduled before the start of Michaelmas Term. **Action: Ongoing**

3.1.4. GS confirmed that all but one of the actions resulting from the CFRS visit to the IfM had been actioned. A solution has been found for the remaining action, and quotes were being requested. **Action: Committee agreed to close the action.**

3.1.5. SW reported that he and SWH had been looking at options to update the new starter induction process. It is proposed that a computer based form is utilised to record induction items which can be viewed by Dept. Safety Personnel, the new starter and their Supervisors to ensure items are being completed in a timely manner. AD suggested that the Maxwell Centre have a good system that may help in the development of a solution. **Action: Ongoing**

3.1.6. RM confirmed that the asbestos awareness training was being arranged, with dates possibly in September. **Action: Ongoing**

4. Communicable disease update – (previously Coronavirus (COVID-19))

4.1. RM reported that in line with the University the term “communicable disease” would now be used when referring to diseases such as Covid-19. UK Health Security Agency (previously known as: Public Health England) guidance is to be followed which states that you should stay at home if you think you may have a communicable disease, particularly if there is respiratory illness and a high temperature.

4.2. RM also reminded the committee that CO₂ monitors are available to check ventilation in shared spaces.

5. Accident/Incident Report

5.1. Fifteen (15) incidents have been reported since the last meeting. GS reported on the accident/incident details of note since the last committee meeting.

5.1.1 **B274 / A18** Acid glass waste bottle exploded in the service corridor at EEDB: **Investigation on-going.**

GS invited SWH to update the Committee on the incident. SWH responded that users have been reminded not to mix acids and flammables and that he was looking into any more

steps that could be taken. Waste is segregated and lab user meetings have taken place, and more will be scheduled, to remind them of SOPs.

- JD enquired as to what training is in place for basic chemical safety? GS replied that the University Safety Office, (USO), was looking to put a course in place.
- TW commented that it appears that there is a lack of chemical understanding and that “We are all engineers but not all are chemists”. The issue should be treated as a priority and a chemical safety slide should be included in the new starter induction.
- SS suggested that a module on practical chemistry may be a good idea.
- JD stated that PI’s should take more responsibility for work in their areas.
- TW enquired as to whether the PI training would be re-commencing as he had found it to be of benefit in outlining the responsibilities of the role.

ACTION: GS to ask USO if PI training will be available.

ACTION: CUED Safety Office to review chemical safety within the new starter induction.

ACTION: A review of the department’s current chemical safety management to be undertaken.

5.1.2 **B410 / A30** IP was cycling out of the department and another student was shaking up a bottle of prosecco. They did not see the injured party cycling through the main site leaving the department and the bottle made contact with his head. ***In response to the incident, the follow actions have been undertaken:*** The incident was investigated with no further action being deemed appropriate against the individual. The Department has since put in place extra monitoring of students at the end of exams.

- JD reported that the presence of staff seemed effective and a more proactive plan put in place for future occurrences. Students should also be routinely reminded that unacceptable behaviour will not be tolerated.
- RP commented that the School of Architecture also use our site for celebrating the end of exams so we should include them in any discussion.
- RP suggested that a small working group should be assembled to look into the issue with a possible membership being RP, JD, Prof Colm Durkan and Mr Philip Guildford.

5.1.3 **B274 / A18** An acid glass waste bottle exploded in the service corridor at EEDB, the incident is still being investigated but GS invited SWH to give an update. SWH stated that plastic bottles were being introduced for some substances but these were not suitable for all so advice was being sought from the USO Chemical Team

- SS suggested that the Department could possibly introduce a requirement to purchase substances in plastic containers only.

5.1.4 **B274 / A19** An external lab user in Nanoscience was rushing to complete work which resulted in substances creating a thermal runaway and escaping the container they were being combined in. Following a review it was reported that a local management decision had been taken to allow extend working hours, only when needed, rather than rushing the work to finish to avoid these issues happening.

6. Fire Safety Report – GS

6.1. The overall responsibility for fire safety has reverted back to the Safety Office with GS assuming the role of Department Fire Safety Manager, and each building will have a dedicated Local Fire Safety Manager to ensure local checks and actions are being undertaken.

6.2. The recent alarm activation at Trumpington Street was caused by a faulty sensor. Due to the time of day that the alarm was activated there were no members of the Facilities team on site, RM prepared a report on the incident, which identified a number of actions. The Department Safety Office is reviewing fire wardens on the Trumpington Street site.

7. Safety Officers Reports

7.1. Department Safety Officer – GS

7.1.1. The training programme has re-commenced with on-site training in both FLT (Forklift truck) and mobile tower platforms have been carried out recently. Both initial and refresher FLT and OHC (Overhead Crane) training is on-going.

7.1.2. There have been a large number of travel risk assessments submitted which is good. The first non-Covid high risk assessment has been received and successfully approved, the work on this has resulted in a new process for requests such as this to be developed.

7.1.3. The online risk assessment app has now been in place for a year. A small working group will be established to review the app and look for further enhancements.

- TW commented that SS had previously raised the issue of RAs being sent to multiple Local Safety Coordinators and if there was, a way of selecting an individual this may be beneficial.

7.2. Biological Safety Officer – TS

Nothing to report from a Biological perspective.

7.3. Laser Safety Officer – TW

Nothing to report from a Laser perspective.

7.4. Radiation Safety Officer – GP

Nothing to report from a Radiation perspective.

8. BOC Report/Update – GJ

8.1. The Portable Appliance Testing (PAT) rolling 12 months (June '21 to May '22) stats were issued, this showed 20,630 items tested. 4,975 items being tested during March - May, with nine items failing.

8.2. More users have been requesting the use of gas cylinders familiarisation training, which BOC provide.

- TW commented that the BOC Safety Shares that were previously issued were of benefit so more would be good. GS responded that the Safety Office would make sure these would be passed on.
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9. Safety Tour Programme – Update

9.1. SW reported that EEDB and Civil Engineering tours would be scheduled over the summer in addition to the general access areas of Trumpington Street.

9.2. It was agreed that the main points of Safety Tours would be circulated to the Committee.

10. Any Other Business

None

11. Date of Next Meeting

11.1. The next meeting is scheduled for **Wednesday 21st September 2022 @ 10:00am.**

11.1.1. GS commented that if arrangements could be made the meeting would take place physically in a suitable venue at the West site in addition to virtually via Zoom.

11.2. Future meetings are provisionally scheduled to take place on Wednesday 7th December 2022, Wednesday 22nd March 2023 and Wednesday 21st June 2023.