



## Health and Safety Committee Minutes

**Date/Time: Wednesday, 23<sup>rd</sup> September 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 T Savin	TS	Biological Safety Officer
Mr M Greenhalgh	MG	Facilities Manager
Dr S Scott	SS	Division A
Dr D Hasko	DH	Division B/Local Safety Coordinator Rep
Dr G McShane	GM	Division C
Dr S Pattinson	SP	Division E
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 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:

Miss D Frazer	DF	Building and Estates Services
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### Apologies:

Miss 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	MGI	University Safety Advisor

### Absent:

Mr R Cronin	RC	Administrative Staff Representative
Dr S Haigh	SH	Division D
Prof M Smith	MS	Division F
Mr J Saunders	JS	Whittle Laboratory

## 1. Apologies & Welcome to New Attendees

- 1.1 Apologies received from Megan Farrell, Dr Geoff Parks, Lesley Sebastiani and Dr M Glendenning.

## 2. Minutes of Last Meeting

- 2.1 Approved with no amendment.

## 3. Matters Arising

- 3.1 PI Training – The University Safety Office (USO) are currently in the process of seeing how this training is going to be provided/presented in the current situation.

**Sec note:** USO have confirmed they are proposing to provide this training via MS Teams.

## 4. Terms of Reference (ToR)

- 4.1 The Committee's ToR references to main site have been changed to Trumpington Street.

- 4.2 The two previous graduate student representatives on the Safety Committee are no longer a part of the graduate representatives' team. GS to find two more volunteers, Becky Ramshaw to be contacted. **Action: G Steele**

## 5. Coronavirus (COVID-19)-Update

RW gave an update to the Committee:

- Staff with agreed access were permitted back into the labs from the 7<sup>th</sup> September, this was managed through local coordinators. The local coordinators (see table below) are currently the main contacts for access into the buildings but overall management and approval is still through the Silver team.

Building	Contact name	Email address
Whittle Lab	Juliet Teather	jet63@cam.ac.uk
Electrical Engineering Building	Sue Murkett	sm330@cam.ac.uk
Nanoscience Centre	Sue Murkett	sm330@cam.ac.uk
Civil Engineering Building	Sharon Nightingale	div-d@eng.cam.ac.uk
Schofield Centre	Magdalena Charytoniuk	mc991@cam.ac.uk
IfM	Maggie Harriss	ifm-admin@eng.cam.ac.uk
<b>Trumpington Street:</b>		
Division A	Wendy Raymond	wr254@cam.ac.uk
Division C	Claire Whitaker	cw535@cam.ac.uk
Division D	Kirsten Saward	allwood-office@eng.cam.ac.uk
Division F	Rachel Fogg	div-f@eng.cam.ac.uk
Non-academic divisions	Rachel Williams	head-of-estates@eng.cam.ac.uk

- Face coverings in certain areas of the department became mandatory from 7<sup>th</sup> September, allowing some of the previous restrictions that had been put in place to be lifted.
- Some individual offices have been opened and shared offices are currently being inspected to ascertain appropriate occupancy levels. Factors that need to be looked at are sufficient space for 2 metre distancing, desk arrangement to make sure that occupants are not facing each other and appropriate ventilation is available. This will also be managed through the local coordinators.

- Local coordinators – currently coordinating the return of staff through managed rotas so that they are able to monitor occupancy levels.
- More requests to book meeting rooms are being received, it is still advised that all meetings should be done virtually unless this is not possible. Signs are going to be put up in all meeting rooms with guidance on how to use the ventilation systems and chairs will be taken away to ensure distancing is maintained. DIY cleaning materials will be available in all meeting rooms as well as offices.
  - Teaching labs – certain labs will be opening up for the start of term. Training is currently being organised via demonstrators.
  - RW - it would be very helpful if feedback could be given about the practices that have been implemented i.e. what is/isn't working well.
  - Signage needs to be looked at to ensure that all guidance and rules are as clear and consistent as possible for staff, as well as for new students coming in at the start of term.

### 5.1 SafeSpace Team Building Inspections – Update

GS updated the members on the recent SafeSpace team building inspections:

- All building inspections have been completed for our opened buildings. The James Dyson Building is to be arranged.
- 6 inspections took place and 47 actions were identified, with only a few left to address. Thank you from the Safety Office to everyone who helped to rectify these minor issues.
- A lack of first aid coverage at IfM – temporary cover was arranged with the Vet School. The University Safety Office has agreed to fund two additional first aider roles for IfM

### 5.2 Safety Committee Inspections – Proposal

- SW updated the committee it was proposed they become more proactive in monitoring the established covid-19 safe practices within their building. A simple checklist would be drafted and emailed for comment. **Action: S Wickens**

## 6. Accident/Incident Report

**6.1** One (1) incident has been reported since the last meeting. SW explained this incident occurred in the Energy Lab (ISG-45) where it had been reported that someone (unknown) has gone in and tampered with gas cylinders and valves during an experimental run. IP should have been the only person in that lab that day. There is a clear notice on the entrance to the lab stating that only Energy Lab researchers should enter, and if there are any problems to call or email the named persons.

In response to the incident the follow actions have been undertaken: 1. Card access log was requested from CUED Security, on reviewing the log it showed that only the IP had entered (by card access) and exited (pressed button switch) the lab at various times throughout the working day. There is no CCTV which covers this area of the Hopkinson Lab. 2. Checked with BOC, they confirmed the two recent deliveries of cylinders to the lab were made after the day in question. As there is no evidence that anybody else entered the lab, the report is to record the incident has been reported.

**6.2** SS went on to say that they have had similar incidents in the past but they have been unable to find the source of the issue, the gases involved are not dangerous so it is not classed as urgent. They believe that it may have something to do with problems with the regulators that are being used. They need to make sure that all further incidents that may occur are reported.

**6.3** SW briefed the Committee that a recent accident had been notified which involved an injury

to a member of the stores team whilst they were unloading some materials. This is likely to be a RIDDOR incident. An accident report will be raised and submitted and we will look at manual handling training for this group.

## 7. Fire Safety Report

- 7.1 RW/MG – Trumpington Street (TS) evacuations – two unplanned evacuations occurred prior to the lockdown, which were useful as they allowed the process to be reviewed. A planned evacuation should be arranged for the Michaelmas term. Allowing the monitoring of the new evacuation process, for evacuating building occupants to Coe Fen. This will be made possible by the return of a number of the designated Fire Marshalls to the department.
- 7.2 Fire Safety training – the email regarding the university on-line fire training needs to be sent out in the near future, it has not yet been done because we are mindful that people were getting a lot of information during lockdown so it may have been overlooked. **Action: M Greenhalgh**
- 7.3 Fire Risk Assessments (FRA) – All FRA assessments are up to date with the exception of the Electrical Engineering Building. The first FRA visit had to be cancelled, DH updated the Committee that this has been rearranged for the 13<sup>th</sup> October. Estates Division (ED) have submitted the FRA for the Covid testing pod but this is primarily the responsibility of ED.
- 7.4 Fire evacuation process for Architecture students in the JDB - a fire warden from Architecture needs to be identified to make the processes clear to all for that area.
- 7.5 Fire wardens – we need to monitor the number of Fire Wardens who have returned to work in the department. It is important that we ensure all the students coming in at the start of term are aware of the fire procedures in place and the routes they need to use if an evacuation is necessary. Lecturers will be expected to be the fire warden for the students that are attending so they need to be made aware of this and to check they know the procedures necessary. Advice will be taken from the Fire Safety Office on whether a full evacuation should be undertaken. **Action: M Greenhalgh**

## 8. Safety Officers' Reports

- 8.1 *Departmental* – GS briefed members that the LEV tests that could not take place in May are now being rearranged. Refresher training for forklift driver and over-head cranes are being scheduled.
- 8.2 *Biological* – TS – briefed members that he will be on leave from the 6<sup>th</sup> October for 2 terms and the departmental BSO responsibilities will be taken over by Shery Huang. He went on to say that as Dr Athina Markaki will also be off Dr Alexandre Kabla, will cover the local safety coordinator role for the bio-labs at Trumpington Street.
- 8.3 *Laser* – TW- nothing of note to report.
- 8.4 *Radiation* – Neutron source that has been in the Department has been removed and disposed of.

## 9. BOC Report/Update

- 9.1 The Portable Appliance Testing (PAT) stats were issued, this showed 8967 items had been tested during June - August, with 28 items failing. The majority (21) of these failures were due to non-UK adaptors (foreign adaptors).
- 9.2 One (1) failure was classed as a serious fire risk, this occurred in the Trumpington Street machine shop – the user had noticed that the plug had become hot but had not reported it initially, prior to reporting it to the PAT tester. It has been repaired and protected against future

problems but it has identified the need for circuit breakers to be implemented in the older workshops. Local supervision has reiterated the need to report faults as there are identified.

## **10. Safety Tours update**

- 10.1** SW – Safety tours will commence this term, with the higher risk areas that were postponed being given priority. These areas are identified and will be the focus this term.

## **11. AOB**

- 11.1** RW – Briefed members on the subsidence issue at the Schofield Centre - Estate Division (ED) are reassessing the situation as it has become more drastic since staff have returned but the delays in seeing any action with this is due to issues with the Insurance Company. If the problems get any worse then it may become necessary for the building to be closed for a short period to ensure it is safe to be occupied.
- 11.2** JC – Went on to say both ED/Insurance company are on-site in the next few days to have a look at the building. There have been talks about having to completely demolish the back wall- past inspections/monitoring have shown that the doors on this wall have been locked and subsequently bowed showing obvious building movement.
- 11.3** GS- will confirm that all current First Aiders across the department are happy to carry on in this role in light of the current situation. Appropriate PPE and advice have been provided to them, but need to double check that they are no concerns. **Action: G Steele**

## **12. Date of Next Meeting**

- 12.1** The next meeting is scheduled for **Wednesday 9<sup>th</sup> December 2020 @ 10.00am.**
- 12.2** Future meetings are provisionally scheduled to take place on Wednesday 24 March 2021 and Wednesday 23 June 2021.