



Health and Safety Committee Minutes

Date/Time: Wednesday, 22nd September 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 D Hasko	DH	Division B/Local Safety Coordinator Rep
Mr A Dennis	AD	Laboratory Technicians
Mr R Boothroyd	RB	Design and Technical Services Rep
Mr J Chandler	JC	Schofield Laboratory
Dr John Durrell	JD	Teaching Office Representative
Prof Simon Godsill	SG	Division F
Dr S Pattinson	SP	Division E
Dr S Scott	SS	Division A
Mr J Saunders	JS	Whittle Laboratory
Dr G Parks	GP	Radiation Safety Officer
Mr S Fordham	SF	Workshop Technicians
Miss T Mangoma	TM	Graduate Student Rep

In attendance

Mr DPhillips	DP	Dyson Design Centre Representative
Mr G Jack	GJ	BOC Representative

Minutes:

Mr S Wickens	SW	Safety Coordinator
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Apologies:

Miss D Hazell	DHZ	IT Services Representative
Mr M Greenhalgh	MG	Facilities Manager/Department Fire Officer
Dr R Roebuck	RR	Dyson Design Centre Representative
Dr M Glendenning	MGL	University Safety Advisor
Dr P Desnerck	PD	Division D
Dr T Savin	TS	Biological Safety Officer

Absent:

Miss L Sebastiani	LS	Trade Union Safety Representative (Unite)
Ms R Cronin	RC	Administrative Staff Representative
Mr A Tamboi	AT	Graduate Student Rep
Mrs M Farrell	MF	Administrative Staff Representative

1. Apologies & Welcome to New Attendees

- 1.1. Apologies received from Miss D Hazell, Mr M Greenhalgh, Dr R Roebuck, Dr M Glendenning, Dr Pieter Desnerck and Dr T Savin.
- 1.2. TW welcomed Prof Simon Godsill who is the Division F Representative, Mr Stuart Fordham who is the Workshop Technician Rep for Trumpington Street, Dr John Durrell who is the Teaching Office Representative and Miss Tanyaradzwa Mangoma who is representing the Graduate students.

2. Minutes of Last Meeting

- 2.1. Approved with no amendment.

3. Matters Arising

3.1. Action Plan

- 3.1.1. GS reported that three Schofield Centre based Postgraduate students have volunteered to complete the First Aid at Work training, this training should be completed by mid-November. **Action: Closed**
- 3.1.2. RW reported that the evacuation drill of Trumpington Street that had been on hold will take place in the forthcoming term when numbers on site had increased. **Action: Ongoing**
- 3.1.3. Division D have appointed Dr Pieter Desnerck. Division B are currently recruiting, and in the short-term Prof Flewitt will cover the committee position. **Action: Closed**
- 3.1.4. GS asked, and it was agreed, to close the provision of driver training action and this would be included within a workplace transport procedure.
- 3.1.5. SW reported that with regard to the rise in people coming into work with injuries, (particularly to their backs), sustained elsewhere that the ENG HR Office-Tech was emailed to ask them to communicate to the Divisional Lab Managers that they should remind their teams that they should let them know if they have any illness or injury which could affect their work. **Action: Closed**
- 3.1.6. SW reported that following the discovery of a damaged mobile phone charger that was still in use Safety Alert 4 was issued via email to the Department and the Safety webpage updated. **Action: Closed**
- 3.1.7. The rest of the action plan was reviewed and discussed, with all other items deemed ongoing business or on-hold.

4. Terms of Reference

- 4.1. GS reported that the Terms of Reference had undergone their annual review and update. These were approved by committee with no amendment.

5. Coronavirus (COVID-19) update

- 5.1. RW reported that the Department is moving into the next phase of recovery with a further relaxation of restrictions and the July guidance has been "fleshed out" with the new term approaching.
- 5.2. RW reported that the University advice is to take relaxation "slow and steady" and review. There is a new ventilation risk assessment toolkit, which moves away from the Airborne.cam which was quite prescriptive. The new simplified toolkit combines distance between people, occupancy and duration

and will help determine whether face coverings are required. This has been circulated to Divisional administrators – if any assistance is required then contact the Silver Team.

5.3. There is also guidance coming from the University Safety Office, (USO), regarding the use of CO₂ monitors. This will be communicated in due course.

Sec Note: Guidance [HSD215M Guidance on Use of CO2 Monitors for Assessing Ventilation](#)

5.4. JD commented that the Teaching Office will be encouraging the use of face coverings and to consider other people's wishes.

5.5. SG asked if the Department can strongly recommend the use of Lateral Flow Tests, (LFTs)?

5.5.1. RW responded that the USO advice is that LFTs can be seen as a tool but not strongly recommended due to the tests not being 100% accurate and the risk of giving false reassurance of a negative result.

5.5.2. SG asked if Divisions could request users of crowded labs to undertake LFTs?

5.5.2.1. RW said that she would circulate a guidance note to ensure a common message across the Department.

5.6. RP stated that the Department should follow University policy on these matters and not go our own way.

5.7. SG asked that with class sizes of approximately 100 would there be flexibility with regard to the possibility of online teaching?

5.7.1. JD said he would take this up with Colm Durkan in his role as Head of Teaching.

5.8. JD added that with regard to LFT that colleges are undertaking routine PCR pool testing.

5.9. GP noted that in some cases group sizes are unknown in advance and should we plan for a "worst case scenario" with regard to numbers?

5.9.1. RW replied that she was meeting with JD and Colm Durkan to finalise the process with the general thinking at the moment being that lecturers will be able to ask students to wear face coverings in lectures.

5.9.2. JD added that everything will be continuously reviewed and amended as the situation develops.

5.10. AD asked how the measures will be "policed" going forward.

5.10.1. RW responded that everyone can ask others to wear a face covering and that the University guiding message is that we should all be courteous to the wishes of others. If there are issues then the toolkit can be used to dictate requirements, which may lead to enforcement.

6. Accident/Incident Report

6.1. Four (4) incidents have been reported since the last meeting. SW gave details of the accidents.

6.1.1 **B275 / A7:** IP was standing on a ladder to remove a heavy access panel of the exhaust pipe of a wind tunnel. Panel slipped and crushed IP's right finger. First aider attended to apply ice pack and bandage. No fracture occurred (visit to A&E). No risk assessment in place. ***In response to the incident, the follow actions have been undertaken:*** Lab manager will work with the CUED safety office to review the procedure and investigate replacing the access panel with something lighter and easier to remove.

6.1.2 **B278 / A8:** IP tried to prise apart two microscope slides that were 'sandwiched' together and sustained a cut to their right thumb. First aider attended to clean cut and apply plaster. IP did

not wear gloves as stipulated in the risk assessment. ***In response to the incident, the follow actions have been undertaken:*** Advised to speak with supervisor to review methodology and to purchase safety gloves.

6.1.3 **B278 / A7:** This is a repeat incident of B278/A8 involving the same IP and same activity. IP tried to prise apart two microscope slides which were 'sandwiched' together and sustained a cut to their right hand. First aider not called and IP applied plaster. IP again did not wear gloves as stipulated in the risk assessment and following discussion of previous incident. ***In response to the incident, the follow actions have been undertaken:*** IP obtained and will now wear gloves and work method has now been changed.

6.1.4 **B410 / A23:** IP felt unwell. NFA - Recorded for first aid purposes only.

6.2 TW commented that we are likely to see a rise in bicycle related accidents as we move into the new term. SW suggested that he could issue some safe cycling guidance. ***Action: CUED Safety Office***

7. Fire Safety Report

7.1. In MG's absence, RW reported that it was business as usual with regard to fire safety. With some retirements across the Department there are some fire safety related positions that will require filling. A review of the buildings will be undertaken and training offered to people identified as replacements.

8. Safety Officers Reports

8.1. Department Safety Officer – GS

8.1.1. A safety survey issued by the USO has been completed and this has highlighted some improvements that could be introduced. Procedures for manual handling, working at height, workplace transport and contractors will be developed.

8.1.2. Following the easing of recent restrictions training will re-commence with particular emphasis on overhead crane and forklift truck. The requirements of Divisions will be reviewed and refresher training will be only be offered if it is needed. The thinking being that it is better to have fewer people trained, that use items more regularly and are therefore more familiar with it, rather than many people trained who use it infrequently or not at all.

8.2. Biological Safety Officer – TS

8.2.1. GS reported that TS stated that there was nothing new to report.

8.3. Laser Safety Officer – TW

8.3.1. TW reported that there was no specific update however he is expecting the number of risk assessments (RA) requiring laser safety sign off to increase with the new on-line RA system.

8.4. Radiation Safety Officer – GP

8.4.1. GP stated that there was nothing new to report.

9. BOC Report/Update – GJ

- 9.1. The Portable Appliance Testing (PAT) rolling 12 months (September '20 to August '21) stats were issued, this showed 20,390 items tested. 5,423 items being tested during Jun - Aug, with 8 items failing.
- 9.2. One Safety Share was issued due to a cylinder being found lying on the ground – investigation ongoing. If cylinders need moving contact BOC for assistance.

10. Safety Tour Programme – Update

- 10.1. SW reported that the tour of the IfM had taken longer than planned and with Andy Nightingale leaving, the rest of the building (which comprises offices and common areas), will be rescheduled. Further tours across the Department will be scheduled over the coming terms.

11. Any Other Business

- 11.1. GS reported that David Hasko and John Saunders would be retiring shortly and offered his thanks for their involvement. With three other members of the committee unable to fulfil their commitment, replacements would need to be found. TW also thanked DH and JS.
- 11.2. SF relayed a request from the workshops for blinds to be fitted to windows as it is making it difficult to use benches in direct sunlight. RW apologised that this had slipped and that it is proposed that film be applied to the windows in the first instance. **Action: R Williams / M Greenhalgh**

12. Date of Next Meeting

- 12.1. The next meeting is scheduled for **Wednesday 8th December 2021 @ 10:00am**.
 - 12.1.1. TW requested that a room be booked in order to hopefully meet in person although this will be reviewed nearer the time and a hybrid meeting option will be available for those not able to attend. **Action: CUED Safety Office**
- 12.2. Future meetings are provisionally scheduled to take place on Wednesday 23rd March 2022 and Wednesday 22nd June 2022.