



Health and Safety Committee Minutes

Date: Wednesday, 23rd March 2022

Location: LR3 in person and Virtual (via Zoom)

Present in person:

Prof R Prager	RP	Head of Department
Mr G Steele	GS	Safety Officer
Mr S Wickens	SW	Safety Coordinator
Mr M Greenhalgh	MG	Facilities Manager/Department Fire Officer
Ms R McCawley	RM	Head of Buildings & Estates Services
Mr K Wright	KW	Trumpington St Workshop Technicians Rep
Dr R Roebuck	RR	Dyson Design Centre Representative
Miss D Hazell	DH	IT Services Representative
Prof S Godsill	SG	Division F

Present via Zoom:

Prof T Wilkinson	TW	Chairman & Laser Safety Officer
Mr R Boothroyd	RB	Design and Technical Services Rep
Prof J Durrell	JD	Teaching Office Representative
Mr J Chandler	JC	Schofield Laboratory
Dr S Whelan	SWh	Division B
Dr S Pattinson	SP	Division E
Prof S Scott	SS	Division A
Ms R Cronin	RC	Administrative Staff Representative
Prof G Parks	GP	Radiation Safety Officer

In attendance:

Mr G Jack	GJ	BOC Representative
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Minutes:

Mr S Wickens	SW	Safety Coordinator
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Apologies:

Dr P Desnerck	PD	Division D
Dr T Savin	TS	Division C and Biological Safety Officer
Mr D Basham	DB	Whittle Lab Rep
Dr M Glendenning	MGL	University Safety Advisor
Miss C Riordan	CR	Graduate Student Rep
Mr A Dennis	AD	Laboratory Technicians

Absent:

Mrs M Farrell	MF	Administrative Staff Representative
Mr C Hew	CH	Undergraduate Representative

1. Apologies & Welcome to New Attendees

1.1. Apologies received from Dr P Desnerck, Dr T Savin, Mr D Basham, Dr M Glendenning, Miss C Riordan and Mr A Dennis.

1.2. TW welcomed Dr Sean Whelan representing Division B.

2. Minutes of Last Meeting

2.1. Approved with the following amendment.

2.2. GS said that the reference to RW within Section 4 in the last minutes should in fact be RM.

3. Matters Arising

3.1. Action Plan

3.1.1 GS reported that in addition to redesigning local induction forms SW and SWh would be looking at the whole induction process to establish whether improvements could be implemented. **Action: Ongoing**

3.1.2. MG reported that a solution to the sun glare in Trumpington Street workshops had potentially been found and that if found to be effective installation would take place. **Action: Ongoing**

3.1.3. DH enquired whether this solution would be practical for the ICS windows as sun glare was an issue there too. MG and RM replied that this would be looked into.

3.1.4. The rest of the action plan was reviewed and discussed, with all other items deemed ongoing business or on-hold.

4. Coronavirus (COVID-19) update

4.1. RW reported that there has been no definitive guidance from the University but departments are being encouraged to relax restrictions, there is the possibility of a statement being issued early in the Easter term. COVID rates in the Cambridge area are still quite high so caution should be exercised and we are effectively still working to the Lent term guidance. If there are any concerns these should still be addressed to the Silver Team. At present the University COVID helpdesk is still active and should be used to report close contacts or to seek positive case advice.

4.2. SWh reported that occupancy limit signs on doors in Division B have been removed, is that OK? RM advised that this was fine.

4.3. SWh queried the capacity of seminar rooms. RM stated that the advice is to operate at full capacity but undertake a local risk assessment. A resultant control measure would probably be to limit capacity. The use of CO₂ monitors would help to determine safe limits.

5. Accident/Incident Report

5.1. Nine (9) incidents have been reported since the last meeting. SW reported the accident/incident details of note since the last committee meeting.

B277/A13 IP used designated spatula to lift 3-D printed part from print bed. The spatula slipped and hit the other hand that was holding the printed part. This resulted in a cut to finger of left hand. First aider attended to wash and bandage wound. **In response to the incident**

the follow actions have been undertaken: purchase of safety gloves; review of risk assessment.

B274 / A11 IP was using high-pressure homogeniser and some of its content (isopropyl alcohol/water/graphene mix) splashed onto their face, then dripping into their eyes behind their safety glasses. PPE was worn. First aider not called and IP self-treated using eyewash solution and tap water. ***In response to the incident the follow actions have been undertaken:*** Purchase of safety goggles; review of RA to include use of safety goggles; additional signage at workstation.

B410 / A27 IP was working on the mezzanine floor in Stores putting together a cabinet and worktop. IP was on the floor having just screwed the cabinet to the underneath of the worktop. As IP came out from underneath the unit, IP went to stand and felt a clunk in their knee and leg was locked in a bent position. In pain, IP stayed on the floor and shouted out to for assistance. Further assistance was obtained and a first aider attended. I was then taken to A&E by a department vehicle, due to waiting time of an ambulance and large taxi. ***In response to the incident the follow actions have been undertaken:*** Incident will be reviewed with IP once they return to work.

6. Fire Safety Report – MG

- 6.1. It was confirmed that the Trumpington Street evacuation point is on Coe Fen at all times, as the area opposite Baker reception under the Dept. of Architecture no longer used.
- 6.2. Cambridgeshire Fire and Rescue Service recently undertook an inspection of the Trumpington Street site. The feedback was largely positive the outstanding actions being:
 - The requirement to replace one fire door.
 - Investigate whether a firebreak is needed on the Baker Building fourth floor corridor – a building surveyor contacted does not believe this will be required as there is already a break less than 30m from the centre of the corridor.
 - The JDB fire curtain in the atrium is not being properly maintained due to difficulties in accessing the backup batteries – BBC fire will be informed that this maintenance is mandatory.
- 6.3. MG confirmed that SWH is the Local Fire Safety Manager with responsibility for the Electrical Engineering Buildings at the West site. Magda Charytoniuk has left the Schofield Centre and the position, (which includes responsibility for fire safety within the building), is being recruited.

7. Safety Officers Reports

7.1. Department Safety Officer – GS

- 7.1.1. The University Safety Office, (USO), recently undertook workshop inspections, (of which there are 14 within CUED), we are currently awaiting the reports.
- 7.1.2. An IOSH accredited Work Equipment and Machinery Safety course is scheduled which members of the Department are attending. If the course is deemed beneficial the USO will provide more.
- 7.1.3. During this year's National Safety Week one of the key items to be highlighted will be near miss reporting.
- 7.1.4. Training in fork lift trucks, overhead cranes, mobile towers and abrasive wheels is being arranged as refreshers and new user for Department members as appropriate.
- 7.1.5. A safety review process for Department in-house constructed equipment is being drafted.

7.1.6. DH asked whether there could be training arranged for Fire Wardens – GS replied that this could be done.

7.2. Biological Safety Officer – TS

Nothing to report from a Biological perspective.

7.3. Laser Safety Officer – TW

7.3.1. The use of the online risk assessment has been largely welcomed however there have been numerous submissions with limited laser details which has resulted in the assessment being rejected. It may be beneficial to review the guidance notes so that assessors are aware of the required information.

7.3.1.1. SS commented that it was unclear which LORS should action a particular assessment. GS noted the comment and a solution would be investigated as part of a future review of the system.

7.4. Radiation Safety Officer – GP

7.4.1. Assistance was given to members of the Superconductivity Lab to dispose of low radioactive sources.

7.4.2. As has been mentioned before there has been a significant increase in the documentation, which is required when dealing with radioactive substances.

8. BOC Report/Update – GJ

8.1. The Portable Appliance Testing (PAT) rolling 12 months (March '21 to February '22) stats were issued, this showed 20,931 items tested. 4,980 items being tested during Dec-Feb, with nine items failing, of which eight were foreign adapters.

9. Safety Tour Programme – Update

9.1. SW reported that a tour of the Trumpington Street Aero Labs had been conducted and others were in the process of being scheduled.

10. Any Other Business

10.1. MG commented that asbestos awareness training was required for Technicians – RM replied that this was in the planning stage prior to lockdown and would be re-visited. **Action: R McCawley**

10.2. RM said that if there were any questions or concerns relating to the August shutdown of the Trumpington Street site due to the essential works to the electrical substation, then these should be directed to her.

11. Date of Next Meeting

11.1. The next meeting is scheduled for **Wednesday 22nd June 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 21st September 2022, Wednesday 7th December 2022 and Wednesday 22nd March 2023.