



Department of Engineering Sub-Committee for Chemical and Gas Safety

Terms of Reference

Aim

The purpose of the Sub-Committee for Chemical and Gas Safety is to assist and advise the Head of Department on planning, prioritisation and implementation of measures to manage the relevant risks from departmental activities.

The Chemical and Gas Safety Sub-Committee is in place to:

- Review the suitability and effectiveness of systems for managing risks associated with the hazards within its remit.
- Provide the Departmental Safety Committee with an up-to-date view of the state of management of those risks, along with detailed recommendations for improvement.
- Proactively consider and formulate procedures and systems to improve control of the risks within the Department of Engineering.
- Confirm, through review and monitoring, that the Department meets or exceeds its statutory and University obligation.
- Communicate and consult on health and safety issues with department members and users, promoting an active chemical safety culture among staff and students.

Meetings

The sub-committee will meet four times in each academic year, at approximately 3 monthly intervals.

Each meeting will follow a written agenda which include standing agenda items list in Appendix 2.

Following acceptance of the minutes, both the committee meeting minutes and the updated action plan will be published on the staff intranet via the Departmental Safety Office website, together with the dates of future meetings.

The Secretary of the Sub-Committee will provide a summary report to the next Departmental Safety Committee meeting, highlighting issues of importance in priority order

The Chair is appointed by the Head of Department (HoD) and has the delegated authority of the HoD. The Committee may also invite individuals with specialist expertise to attend meetings as required.

The Committee's Terms of Reference will be reviewed annually.

Committee responsibilities

The committee shall:

1. **Stay informed on regulatory and safety developments** - Receive reports from the



Chemical Safety Business Partner and other specialists to ensure the Sub-committee remains up to date with changes in legislation, standards, and best practice.

2. **Oversee and approve departmental safety procedures** - Review and approve departmental procedures and guidance relating to chemical and gas safety at least annually, updating them to reflect effectiveness, legal changes, and new University requirements.
3. **Monitor compliance with specialist legislative requirements** - Conduct an annual review of ChemInventory entries where specific reporting duties may apply (e.g., Chemical Weapons Convention).
4. **Review incidents and non-compliance** - Examine all gas and chemical related accidents, incidents, and near misses including any breaches of statutory, University, or departmental requirement to ensure lessons are learned and corrective actions are identified.
5. **Assess on the ground safety performance** - Carry out or commission inspections, audits, and safety tours to gain an accurate picture of how chemical and gas risks are managed across departmental spaces.
6. **Drive continuous improvement** - Formulate and track improvement actions based on findings from incident investigations, audits, inspections, and user feedback. Maintain these actions in a rolling action plan and submit the updated plan with the minutes to the Departmental Safety Committee.
7. **Engage with management and users on proposed improvements** - Consult with management and department users to ensure that planned improvements to chemical and gas safety are practical, workable, and aligned with research, teaching, and operational needs.
8. **Oversee training provision** - Review training requirements related to chemical and gas safety, ensuring that training remains suitable, effective, and properly recorded. Maintain oversight of the systems used to deliver and track this training.
9. **Model good practice and promote safety culture** – Lead by example and actively promote improvements in health and safety throughout the department.

Remit of Chemical and Gas Safety Sub-Committee

The Chemical and Gas Safety Sub-Committee is responsible for fulfilling the aims and responsibilities outlined above in relation to the management of risks arising from the use of:

- hazardous substances (excluding biological agents), including the use of cryogenic gases
- pressurised gas cylinders and their associated systems.

These materials and systems are primarily located in laboratories, clean rooms, stores, workshops and plant rooms. Their use is governed by specific regulations, including the Control of Substances Hazardous to Health Regulations (COSHH) and the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), among others—as well as by University Safety Office policy and guidance.

Version 1.0

Document v1.0 approved 17 June 2026

Date to be reviewed: 31 December 2026

Department of Engineering Sub-Committee for Chemical and Gas Safety

Current Membership

Chair / Div E Representative – Prof Ronan Daly

Departmental Safety Manager - Mr Gary Steele

Departmental Chemical Safety Business Partner – Mrs Jane Ghosh (*Secretary to Committee*)

Div A Representative – Dr Fiona Smail

Div B Representative – Dr Sean Whelan

Div C Representative – Dr David Cook

Div D Representative – Mr Harry Druiff

Div F Representative – TBA

Laboratory Technician Representative (Trumpington Street) – Mr Graham Smith

Laboratory Technician Representative (West Cambridge) – Mr Lee Robinson

Postgraduate Student Representative (Trumpington Street) – Mr Joseph Jolley

Postgraduate Student Representative (West Cambridge) – Miss Jessica Trevelyan

Trade Union Safety Representative – TBA

Minute Taker – Miss Terri Cutforth

In attendance:

BOC In-house Manager - Mr Graham Jack

(The following will be invited to attend a meeting as necessary):*

- * University Chemical Safety Team

- * University Fire Safety Team

Updated: 17/06/2026



**Department of Engineering
Sub-Committee for Chemical and Gas Safety**

Standard Agenda Items

1. Apologies
2. Minutes of last meeting
3. Matters arising
4. Chemical Safety Report
5. Accident/Incident Report
6. Chemical Safety Audits
 - i. Electrical Engineering
 - ii. Civil Engineering
7. BOC Report/Update
8. AOB
9. Date of next meeting: