

**MINUTES OF A MEETING OF THE
BURSARS' FIRE PROTECTION, HEALTH & SAFETY SUB-COMMITTEE (FP&HS)
HELD ON WEDNESDAY 8th FEBRUARY 2017
AT LUCY CAVENDISH COLLEGE**

Present:	Wendy Evans	WFE	<i>Chairman</i>
	Christine Houghton	MCH	
	Glen Sharp	GS	
	Shelley Surtees	SS	
	Andy Milne	ANM	
	Mark Wells	MNW	
	Russell Holmes	RH	<i>Ex-officio – Link to the Head Porters Group</i>
	Sue Barnes	SLB	<i>Ex-officio – Link to the Colleges H&S Forum</i>
	Andrea Eccles	AE	<i>Ex-officio – Safety Adviser at the University of Cambridge</i>

By invitation: *Stuart Douglas* **SD** *Head Porter at Fitzwilliam (part of CPD)*

Apologies: Margaret Glendenning **MG** *Ex-officio – Fire Safety Compliance Officer, University of Cambridge*
 Andrew Kerley **AK** *Ex-officio – Maintenance Surveyor, Passive Fire Safety, University of Cambridge*

ACTION

1 Apologies and Introductions

Apologies had been received from Andrew Kerley and Tim Cottage (see item 5a below).

The Chair welcomed everyone to the meeting and asked everyone to introduce themselves. The Committee welcomed Stuart Douglas (Head Porter at Fitz) who had been invited to attend as part of his continued personal development.

2 Secretary of the Committee

The Chair reported that the Committee required a new Secretary upon the departure of David James (DB at HH) and asked people to consider whether they would be happy to take on this role.

3 Minutes of the meeting held on 16th November 2016

The minutes from the meeting were approved

4 Minutes of the extraordinary meeting held on 14th December 2016

The minutes from the meeting were approved with one change: Matthew Vinnell to be changed to Martin Vinnell, Director of the HS.

5 Matters arising from these minutes

a Representative from the ACCMO group

The Chair reported that Tim Cottage (Estates Manager at Clare Hall) had been delighted to be invited to become an ex-officio

member of the Committee to create a link to this college group of professionals. Unfortunately he was unable to attend this meeting but hoped to be able to attend future meetings. The Committee were pleased to note this addition and suggested that should Tim not be available that he send a designate.

b Guidance on Fieldwork

AE had reported that the Guidance on Fieldwork was still in draft form and that a section on social network safety was being added.

ANM asked who were responsible for the individuals on fieldwork. **AE** replied that it would depend on the funding or grant and the risk assessment for that person.

It was noted that Will Hudson would be going to the next Senior Tutors meeting, and then the guidance document would pass to University Sub Committee for Physical Safety at its Easter Term meeting to be signed off.

c General Purchasing Sub Committee – update on collective-purchasing agreements

MNW reported that this committee was looking at generic services for collective purchasing that could be tendered, for example, fire safety, lift maintenance and PAT testing. It was understood that a survey might take place to see who the different colleges were using and that use of a cost consultant provided by the Cambridge BID might also be considered.

The Committee noted for other types of maintenance work, there may be capacity constraints or reduced service levels if all the colleges went to the same contractor.

d Window Restrictors

The Chair reported that information on the risk management of unrestricted windows was being forwarded to the Bursar's Committee as part of the report from this subcommittee.

e Risk Assessment of Stairs

The Chair reported that information on the risk assessment of staircases was being forwarded to the Bursar's Committee as part of the report from this subcommittee, and that following the extraordinary meeting in December at Newnham that a college and university co-ordinated action plan be drawn together. The Committee also noted the clear guidance from the University Director of Health and Safety not to take any corrective measures to the staircases until the outcome of the inquest was confirmed. The Chair would prepare a report to read out at the Bursars Committee meeting on this matter.

WFE

6 Matters arising not included in these minutes

Nothing to report.

7 Legislation & Regulations review and Action Points:

The Committee were informed of a change in legislation regarding the management of asbestos. L313 was a change to decom regs and emergency procedures when finding asbestos.

Post meeting note: This will be discussed at the next meeting as the Chair could not get any further details or references to this update. **WFE**

8 Matters raised by the University Occupational Health and Safety Service representative

No matters to report.

10 Matters raised by the Head Porters representative

RH asked if this committee could meet one week later to allow the Head Porters meeting to take place and in that way provide an update. The Committee were content to make this change. **WFE**

11 Matters raised by the Cambridge Colleges' Health & Safety Gr

Following the extraordinary meeting of the Bursars FP & H&S sub-committee, **SB** was tasked with organising this training for the Cambridge colleges. **SB** has received two quotes

1. For the staircase risk assessment training (morning only) this would be between £3250 - £3450
2. For a full day, also offering slips and trips training in the afternoon, the quote in between £5,595 - £5,795.

The Committee agreed to option 1 for the morning session on staircases only. The Chair noted that this information had been forwarded onto Matthew Russell in the OIS and that he had agreed to cover the cost of the training and hosting via the OIS Reserve. **SB** and **RH** would liaise over the practical arrangements for hosting the session at Caius and the Chair would inform the Bursars Committee. **SB/RH**
WFE

11 Any other business:

The Committee noted with thanks the work of the Secretary, Mr David James (HH) and wished him the best for this future now that he had left Hughes Hall.

WFE: thanked Christine Houghton at Lucy Cavendish for hosting.

12 Date of next meeting

Wednesday 10 May 2017, 15:30 at Trinity Hall

WFE – Chair
13th March 2017

Bursar' Fire Protection and Health & Safety Sub-Committee

A meeting of the Bursar' Fire Protection and Health & Safety
Sub-Committee (FP&HS) was held at 3.30pm on Wednesday 18th October 2017 at
Trinity Hall College in the Leslie Stephen Room.

Present	Wendy Evans	WFE	<i>Chairman</i>
	Shelley Surtees	SS	<i>Secretary</i>
	Christine Houghton	MCH	
	Glen Sharp	GS	
	Russell Holmes	RH	
Absent	Mark Wells	MNW	<i>Ex-officio – Link to the Head Porters Group</i>
	Tim Cottage	RH	<i>Ex-officio – Link to the ACCMO Group</i>
	Margaret Glendenning	TC	<i>Ex-officio – Fire Safety Compliance Officer, University of Cambridge</i>
		MG	
Apologies	Andrea Eccles	AE	<i>Ex-officio – Safety Adviser at the University of Cambridge</i>
	Sue Barnes	SLB	<i>Ex-officio – Link to the Colleges H&S Forum</i>
	Andrew Kerley	AK	<i>Ex-officio – Maintenance Surveyor, Passive Fire Safety, University of Cambridge</i>
	Andy Milne	ANM	

ACTION

Apologies and Introductions

Apologies had been received from Sue Barnes, Andrea Eccles, Andrew Kerley and Andy Milne.

1 Minutes of the meeting held on 8th February 2017

The minutes from the meeting were approved.

2 Matters arising from these minutes

Minute 7: Update on a change legislation regarding the management of asbestos. L313 was a change to decom regulations and emergency procedures when finding asbestos.

The Chair asked if any member of the Committee had any further information on this possibly change in legislation, to which the answer was negative and the Secretary was tasked with further investigation.

3 Matters arising not included in these minutes

3.1 Bursars Committee Meeting 7th July 2017: Minute 3457. Security arrangements (was “Reports of Sub-Committees – Fire Protection and Health and Safety at Work Sub-Committee – Graduation procession issues” (minute 3442b))

The Committee noted the email sent recently to all Bursars from the Secretary on 20 June 2017 relating to “Security at General Admission and May Balls.

3.2 B(17)69 Email from Dr Carne, dated 20 June 2017:

The Committee noted that the Acting Registrary had clarified at a recent meeting of the University and Colleges Joint Committee on 27 June 2017 that all security-related matters should be co-ordinated through the University's Director of Health and Safety, Martin Vinnell.

4 Legislation & Regulations review and Action Points:

4.1 HSE Campaign "Go Home Healthy"

The Chair noted that the latest campaign from the HSE is called "Go home healthy" and is focusing on the protecting the health of employees rather than focusing on traditional safety risks. There is promotional material available that makes the case that the impact of work-related ill health is far greater than that of accidents. The three key areas they are addressing are: 1. Work-related lung disease; 2. Musculoskeletal disorders and; 3. Stress. The campaign will make it clear that employers have a duty to protect the health of their employees and HSE inspectors will be tasked with ensuring this happens.

4.2 New guidance document has been published on reducing the unintended movement of plant (cranes, excavators, tele handlers etc.)

The new guide highlights some of the common causes of unintended movement incidents and suggestions of action to take to prevent them, for example, carrying out pre-inspection checks on the machinery.

4.3 New quality standards for portable ladders

Brought in by EN131 (known as BS131 in the UK) a revised set of new ladder standards are due to be introduced to the European market from the 1st January 2018. These changes are designed primarily to address ladder stability and durability and introduce a classification of "use" to the new standard. Within the new standard ladders will be classified as "EN131 Professional", (intended for use in a workplace), and "EN131 Non-Professional" (intended for use by domestic users).

Product standards do not apply retrospectively so your existing BS2037, BS1129 and EN131 ladders are perfectly legal and fit for use as long as they are in good condition and fit for purpose. There is no immediate requirement to change your existing ladders because the product standards are being revised or withdrawn.

A transition period will be in place after the introduction of the new standard to allow manufacturers time to adapt to any relevant changes within the standards and gradually over time existing ladder stocks will be replaced with ladders certified to the new standards.

The Colleges should note that as long as your ladders and steps are regularly inspected and maintained in good condition there is no need to replace or exchange your existing ladders. Current BS2037, BS1129 and EN131 certified ladders are perfectly safe and fit for use.

GS mentioned that the H&S consultant at Trinity Hall has raised concerns about tests or lack of, conducted on racking, and that this should be included in the regular site checks. It was agreed to seek the opinion of the University Safety Office on the implementation of this via **AE**.

AE

5 Matters raised by the University Occupational Health and Safety Service representative

EA had sent apologies but had confirmed that she had no matters to report.

6 Matters raised by the Head Porters representative

RH reported that at the recent HP's meeting a presentation had been received from one of the companies offering a co-ordination system for all of a said organisations alarms, via IP. Causis and Newnham have such a system and would be happy to show anyone who wished to view it.

The meeting had also discussed the presence of several groups of travellers. It is understood that a funeral is planned in the city shortly and that this might be the reason for the gathering. Now that the community had been removed from University land the University was less concerned, however, several Colleges were perceived to be at risk.

Post Meeting Note: on further reading it is apparent that there are two methods of dealing with the issue 1) Via a Common Law Eviction (via Enforcement Agents, at the cost of the land owner, often within 24 hours), 2) via a court order for possession in the County Court. This is a longer process but presents less risk if there is a perceived duty of care to the trespassers.

7 Matters raised by the Cambridge Colleges' Health & Safety Group

SB had sent apologies but had reported that this term's meeting is on Thursday 23rd November starting at 10.00am and topics would include: Andrea Eccles will be presenting on PUWER and followed by a brief presentation from International Workplace on Lone Working.

8 Matters raised by the Cambridge Colleges' ACCOMO Group

None

11 Any other business:

None

WFE: thanked Glen Sharpe at Trinity Hall for hosting.

12 Date of next meeting

Lent Term 2018: Tuesday 6 February, 3.30pm Churchill College.