

## Report of the Bursars Sub-Committee for Fire Protection & Health and Safety Meeting

The most recent meeting was held on 15<sup>th</sup> October 2018.

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### Minute 5: Committee Membership Changes and Review of Terms of Reference:

The Committee at its last meeting reviewed its terms of reference, its role, membership and procedures and confirmed the following changes should be incorporated:

- Under Membership: and a member from the Buildings Managers/Clerk of Works Group ACCMO (ex-officio) was added.
  - Under Regular Agenda Items: "Matters raised by the Cambridge College ACCMO Group" was added.
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### Minute 3: 11.2: Tree Management

The Committee discussed different approaches to tree management in each college. Some colleges have an annual budget line for this work, including the preparation of a tree register, regular inspections by a qualified individual (in house or external consultant) and a detailed tree management plan.

From a straw poll from the Committee members the colleges budgets varied from a minimal spend to others spending around £10,000 annually.

The Committee discussed the value of a high winds policy, and requests were made for these to be shared with the Committee with a view to promulgating to the Bursars' Committee.

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### Minute 9: Stay Safe at Uni

The Committee discussed 'Stay Safe at Uni' and noted that the producers (Campus Life) were offering to produce a new product, with the bespoke criteria which had been effective in the prior edition, but with new content which would bring the video up to date. The cost was likely to be c. £300 per unit, and the duration 3.5 minutes. Should any college be interested in this product they should contact the Chair of this Committee.

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### Minute 12.4: Fire Doors and Fire Risk Assessments

The Committee noted that each college should have undertaken detailed fire risk assessments of each building which would cover the management and operation of the building, ensuring that the level of fire safety in the building was appropriate for all activities that take place in the building, for example, sleeping risk is the highest level of risk and so should have the best level of fire protection, and that regular inspections of fire doors should take place.

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*Miss Wendy Evans (N): Chair of the FPHS Committee  
January 2019*