



Our Ref: S/WCSC/MAY14/199

22 May 2014, West Cambridge Safety Committee, Hauser Forum

- 1. Present** W Hudson, Safety Office (Chair)
John Hulme (Safety Office), Andrea Eccles (Safety Office), Mark Elsdon (School of Biological Sciences), Jean-Baptiste Coget (Safety Office student placement), The Revd. Peter Hayler, Tony Fox (Materials Science & Metallurgy), Anama Lowday (Schofield Centre), David Hasko (CAPE), Jane Blunt (Physics), John Saunders (Whittle), Deborah Singh (Chemical Engineering & Biotechnology), Piete Brooks (Computer Laboratory), Simon Cornish (University Sports Centre), Ian Slack (Engineering), Jamie Brittain (Facilities Management), Steve Matthews (Facilities Management)

Apologies: Will Smith (Information Services)

In attendance: J Oliver (Safety Office)

2. Remit

It was agreed that the West Cambridge Safety Committee should adopt a Remit which is achievable. It is important that there is co-operation between the different departments and institutions who inhabit the site.

Co-ordination of first aiders and equipment was also high on the agenda.

Staying abreast of a fast developing site is also an important factor. Departments would appreciate an awareness of new projects which will effect the area. There is a 20 year development plan for the site.

Heads of Departments and local safety reps have control over departmental issues but beyond the department they have no influence. Most issues on the site involve cyclists, footpaths, driving and inappropriate parking.

Action WH

Will Hudson has communicated with Professor Steve Young, informing him of the West Cambridge Safety Committee meeting, copied in also were Roger Taylor and Angus Steven of Estate Management and Martin Vinnell, Director of the Occupational Health & Safety Service. The minutes of the meeting will be distributed to those mentioned above.

The initial meeting was intended for members of the University – external companies on the site will be invited to subsequent meetings.



It was felt that it would be helpful to have a site report from Security available to the group regarding cycle thefts and any incidents which may have taken place on the site.

3. Community safety liaison

Peter Hayler voiced concern regarding the isolation of families and children sited in the residencies of which there are 206. Regard has not particularly been given for play areas and meeting places, shops and community affairs.

A coffee morning was introduced which has developed into a stay and play session and has been running for 18 months. The Fawcett play centre has provided a sessional playworker.

The former West's café was taken over by an entrepreneurial venture which was not really useful to residents. The University has now taken over the running of it with extended opening hours and the provision of basics to purchase such as milk and bread.

A friendly non-uniform visit by a police constable and support officer has taken place with a walk around the site with safety advice for residents. This may be a quarter yearly visit.

It was voiced that there is a lack of play equipment for youngsters in the residencies, the nearest being Castle Hill or Coton. It was strongly felt that a suitable play area be installed, one possible area being in front of the University Sports Centre which already has an outside table tennis table and ample space. If suitable equipment/areas are not available, any older children may turn their attention to climbing buildings etc.

Action SC/SM

There is a huge transience of people on the site, most staying for only one year with a wide range of languages. It was felt that it was very important to help the families who may feel isolated and depressed or lonely.

4. Smoking on site

Departments have their own rules and policies regarding smoking and whether they provide a shelter. It was strongly felt that smoking areas should not be near the buildings where windows and ventilation would allow the smoke to get into the buildings.

It is difficult to enforce no smoking areas outside but signage, word of mouth and disposal bins help. If a communal area was approved outside the footprint of any departments Estate Management would have to empty and take care of the area which could then include coffee cups and sandwich wrappers etc. It was voiced that staff from the Computer Laboratory would be happy to police any such area near to their building. Estate Management feel that most departments have the room for a designated smoking area in a suitable place.

HR are updating the smoking policy which will now take account of E cigarettes.



5. First Aid

Following the retirement of several first aid group leaders there have been appeals for people to step into the role. The Safety Office will support anybody willing to take on this position.

It was felt that first aiders need regular – maybe termly meetings to be able to discuss issues and incidents they may have had to deal with including practice sessions updates etc.

The Sports Centre have a robust first aid policy and would be willing to host any such meeting.

Different departments have different methods of calling for a first aider. Physics have one contact number which pages all first aiders at the same time – the Computer Laboratory first aiders are contacted through Reception.

It was mentioned that the various sites be represented at the first aid conference where first aiders can mix and familiarize themselves.

Action WH

6. Calling for an AED

AED are located within
Institute for Manufacturing
University Sports Centre
Materials Science & Metallurgy
Computer Laboratory
Physics
Information Services

It was noted that first aiders should be made aware of the location of defibrillators and have access to them. The Safety Office are to investigate the possibility of locating defibrillators on the outside of buildings for ease of access/out of hours emergencies.

Action WH

Jamie Brittain will provide a site map for distribution to the group showing the location of defibrillators.

Action JB (Jamie Brittain)

The Safety Office intend to purchase more defibrillators and hopefully in the next five years they will be available within all departments.

7. Cycling on site

There have been problems with barriers and cycles with trailers or child carrying facilities attached. The problematic barriers have now been removed. It was suggested that barriers are no longer needed and signage and traffic priority markings would be adequate. It was also



noted that barriers slow cyclists down which pedestrians consider is a good thing in certain areas.

The Adams Road junction is a problem area which includes a prickly bush and a low wall. With cyclists, pedestrians and traffic all meeting at this point it is an area of concern.

Any problems on the Coton footpath are reported to Cambridge County Council for remedy and fixing. See photographs attached.

Action Estate Management

9. AOB

Peter Hayler raised a query regarding West net meetings? Apparently these are very occasional meetings and little is known about them.

Deborah Singh wondered if the North West Development would be linked with the West Cambridge site. The North West Cambridge development is just in its early stages at the moment.

Date of next meeting – 13 November 2014, Department of Materials Science & Metallurgy in the Armourers and Brasiers room. Note the change of time to 13.00 hours