

Nuffield Division of Clinical Laboratory Sciences
Divisional Safety Advisory Committee Meeting
Friday 19th April 2024

Minutes

Attendees: Head of NDCLS: Professor Deborah Gill (DG; in the Chair); Medical Sciences Divisional Safety Officer: Graham Ross (GR)

Also present: Amanda Anderson (AA), Abigail Lamikanra (AL)*, David Maldonado-Perez (DMP)*, Hamid Dolatshad (HD), Kamran Miah (KM), Mariana Viegas (MV), Shannah Gates (SG), Shijie Cai (SC), Stephanie Jones (SJ), Stephen Minay (SM), Steve Hyde (SH), Tracey Mustoe (TM) (* online)

Apologies: Brian Shine (BS), Daniel Royston (DR), Lee-Anne Stork (LAS), Shazia Irshad (SI).

1. Welcome and Apologies

2. Minutes of the previous meeting

page 1: Abigail Lamikanra incorrectly marked as attending online.

page 1: reference to HS registration forms should be HS1.

page 3: reference to CMGM16 should be CBGM16.

Apart from these notes, the minutes were accepted as a record of the last meeting.

3. Matters arising (not otherwise covered on the agenda)

- a) Outcome of asbestos testing for flammable cabinets in Gene Medicine lab (SJ on behalf of AA) - all flammable cabinets in the department have been tested and found to be asbestos-free. **Action: LAS to make sure report is part of the handover to the new DSO.**
- b) Display of only valid Risk Assessments on departmental website (SH). **Completed**
- c) Risk Assessments to retire (CMGM16) (SH). **Completed**
- d) Risk Assessment NDCLS-RA-024 (name change and evidence read) (MA): circulated **Action: for review and signature by BSO and HoD. Action: SJ to upload to NDCLS Health and Safety webpage.**
- e) Use of CL3 hoods in the WIMM (SG): Shannah would like to resume work with HepB positive samples, previously done at Medawar Building. She was advised to get in touch with Zoe Christodoulou (zoe.christodoulou@imm.ox.ac.uk) to identify a "sponsor" and sort out all necessary paperwork (access to WIMM, RA, training, etc).

4. Any urgent matters from NDCLS Safety Officers

- a) Biological (including GM matters if applicable, reminder about Policy S5-09 Biorisk management)
 - **Risk Assessments:** Ten RAs are now displayed on the RDM website. One or two could be refreshed / merged. Probably not up to date with reference to specific transgenes. Five are reasonably recent, reviewed appropriately. **Action: SH to complete work on a new front page with reference to up to date legislation, and on which we can record when document review took place.** This would need to refer to who is working under these GM RA. It might be useful to have an Excel spreadsheet of projects, add names of people working with start and finish dates.
 - **Policy S5-09:** how do we give evidence of all PIs having read it? **Action: SJ to ask for Reply to confirm read and that RAs have been reviewed that relate to this.** TM explained that this policy is going to be reviewed imminently.
- b) Fire (including update on Fire Wardens & equipment on fire evacuation route)
 - Fire assessment for Level 5 lab: feedback received, then move to Level 4
 - Fire warden: Emily Castells on GMG lab side; Academic block: no named Fire warden.

- New DSO to become FW when in post (mid-May 2024) and add more FW.
 - **Action:** HD to take this on.
 - **Action:** GR to arrange training session for multiple people.
- c) Laser
- A couple of new groups have received SOP (for FACS machine).
 - Any new laser equipment purchases must be flagged to SC.
 - New Laser policy coming up soon.
- d) Electrical
- New electric points to be set up in offices in Academic Block.
 - **Action:** KM to speak to Admin about who is going to report about electrical safety compliance.
- e) Manual Handling (no one to report on this)
5. **Incident Reports** (SJ on behalf of DR)
- a) IRIS Privileges - Dan Royston was recently granted access to NDCLS IRIS reports and has been working through them.
- b) New incidents (occurring since last meeting, includes any NHSBT and NOC reports)
- A person caught their finger on a forceps while working at the microtome (not cut on the blade), causing a small amount of blood loss. This IRIS report has been closed. AA suggested looking for suitable gloves when using forceps.
 - Injury incidents when moving XL240 Liq N2 tank. One person struggled and applied force to get the Liq N2 into the lift, causing a shoulder injury (this is at level 0, north lift, the lift is not level to the floor). In a separate incident, another person got injured moving Liq N2 into the lift. **Action:** GR & AA to meet with NHS for getting the north lift fixed and lift/floor level corrected.
 - Also, one North lift is still out of action, awaiting repair. All parties (OUH Goods In & Distribution, as well as University departments) are regularly expressing need for North lifts and Lift P to be repaired.
 - Potential exposure incident: The exit button in Liq N2 room did not function. DMP got stuck in LiqN2 room. **Action:** SJ to test the break glass system to see if it works and how it works, add to existing signage for users. A new alarm system will be installed within the next 6 weeks subject to OUH estates fitting a 230v fused spur beforehand. **Action:** SJ and LAS to chase this up.
- c) Updates on previous/outstanding incidents
- AAV incident in 2023: SH gave an update. 6 out of 8 actions on IRIS are done, 2 out of 8 are due by the end of May but will be done very soon.
 - Bunsen burner incident. **Action:** HD to action and close the IRIS that is still open.
6. **Gas regulator inspection report**
- a) One Switch box is out of date and one Regulator damaged (GMG), and these need changing - The engineer has been asked to attend. **Action:** SJ to raise PO using departmental code.
- b) Any other actions due this calendar year (multiple switch boxes and regulators needing replacing by end of December 2024 in GMG, SI/SC cell culture and Hybridoma TC) need to be taken over by the new Facilities manager. **Action:** SJ to handover information to new DSO when in post.
7. **Updates from Safety Executive Group/Safety Office**
- a) SH displayed a short table of updates from the SEG which will be circulated with these minutes. MSD SO reps said they had not received these slides, as mentioned at the last meeting also. DG reported that a number of other RDM documents do not get cascaded down either, RDM Strategic (Jane Sherwood) has agreed to pass relevant items on to Divisional Business Managers (e.g. LAS for NDCLS) for distribution within divisions. DG has requested the set-up of Informal working group of DSO and Facilities managers within divisions of RDM. **Action:** SJ to circulate SEG slides.
- b) Safety office: in the interest of time, the full list of items from the Safety office was not discussed but **Action:** AA to send list of updates to SJ for circulating.

- c) Main points to bring to our attention from GR and AA:
 - MSD have been running Biorisk committee meetings. SH reports that after HSE inspection, compliance actions will become more stringent in all areas of H&S, and this requires a safety person with professional qualifications to ask the right questions of academics. New committees will be set up PI representatives, DSO, Gavin Screaton, Chris Price, Carolyn McKee.
 - A new Medical Sciences Division Sharepoint site is coming and there is a new travel Risk Assessment template, to be used with immediate effect.
 - Martyn's Law: trauma packs will be coming out at some stage. **Action:** SJ to remind all NDCLS members to do ACT training. **Action:** LAS to mailing check lists for completeness before notifying everyone (staff and students).

8. Training

- a) Three staff newly trained on First Aid At Work: **Action:** Mark Stainthorpe to follow up on certificates (HD, LAS & student Jaid). **Action:** HR is preparing new posters with First Aider contact details. GR asked whether the course covered use of defibs and tourniquets: HD said yes defibs, but tourniquets no. This will need to be remedied when the trauma packs linked with Martyn's law are provided to departments, as they will include tourniquets. **Action:** SM to contact Clinical skills lab to ask for their assistance in due course.
- b) Local courses
 - New starter inductions (SJ on behalf of DR): SJ reported comment from DR about both First Aid kits being behind locked doors within the department (e.g. Admin office locked when unoccupied). **Action:** SJ to move one box to the kitchenette, to check in labs and have an update sent to all in NDCLS about their locations.
 - LN2 refresher training via Vevox session (SJ)
- c) OUH Fire training update

9. Area inspections

- a) DG asked for clarification on what the cycle of inspections is, how this is set? Graham Ross confirmed Departmental responsibility for all areas to be inspected annually, but the Safety Office advises break it up into different areas.
- b) DG asked who has responsibility for the Skills lab – this currently falls outside of NDCLS for Area inspections.
- c) School of Medicine and Biological Sciences newly-generated department will discuss which areas are covered and assign a DSO.
- d) New NDCLS DSO will need be supported for Area Inspections when they start, with GR and AA; some checklist templates were sent by AA to LAS in the interim. After inspection a report is produced by the NDCLS DSO: **Action:** SJ to ensure actions from last inspection are on the agenda for the next DSAC meeting.

10. Any other business

- a) New DSO is expected to start by end of May. Which roles would they take on (e.g. BSO, FSO...)? GR and AA advised it would be better not to assign them all the Safety Officer roles, so there is some cover when necessary.
- b) **Action:** SJ to look up when Biological safety cabinets need to be checked (EVS have been bought out, therefore at the last service a different company, Crowthorne, came in). TM suggested ideally the hoods would be fumigated before servicing, especially if HEPA filters need to be changed, although this is probably not required for us due our Category of work. NB: Crowthorne would be able to fumigate for us if required.
- c) There is now an expectation that the DSO will undertake NEBOSH certificate. Departments need to fund 50% of cost, £2000 per course and exam.
- d) For information: Abhi is planning to do a review of all the museum HTA pots in the museum and to reduce the size of the collection as not used. Ideally, specimens will be sent to another lab / organisation that can make use of them.

- e) Estates want to do an asbestos clean out in a locked cupboard in the GMG lab (locked by Estates). This would involve closing a bay and they have said they will try to do this over the weekend, but no date has been set. **Action:** HD to find out contact details and see when a date might be set.

11. Date of next meeting – TBA

Table of actions	
Section and page #	Action
3a, pg 1	LAS to make sure report on flammables cabinet Asbestos survey is part of the handover to the new DSO
3d, pg 1	NDCLS-RA-024 for review and signature by BSO and HoD
3d, pg 1	SJ to upload signed NDCLS-RA-024 to NDCLS Health and Safety webpage.
4b, pg 1	SH to complete work on a new front page for GM Risk assessments, with reference to up to date legislation, and on which we can record when document review took place
4b, pg 1	SJ to ask for reply to confirm read and that RAs have been reviewed that relate to this.
4c, pg 2	HD to take on training as Fire Warden
4c, pg 2	GR to arrange local training for new Fire Wardens
4e, pg 2	KM to speak to Admin about who is going to report about electrical safety compliance
5b, pg 2	GR & AA to meet with NHS for getting the north lift fixed and lift/floor level corrected
5b, pg 2	SJ to test the break glass system to see if it works and how it works, add to existing signage for users
5b, pg 2	SJ and LAS to chase up installation of new entrance and exit system
5c, pg 2	HD to action and close the IRIS that is still open
6a, pg 2	SJ to raise PO for gas cylinder repairs / replacements using departmental code
6b, pg 3	SJ to handover information regarding gas cylinders to new DSO when in post
7a, pg 3	SJ to circulate SEG slides
7b, pg 3	AA to send list of updates to SJ for circulating
7c, pg 3	LAS to mailing check lists for completeness ahead of general notification (staff and students) (see next action)
7c, pg 3	SJ to remind all NDCLS members to do ACT training
8a, pg 3	Mark Stainthorpe to follow up on certificates (HD, LAS & student Jaid)
8a, pg 3	HR is preparing new posters with First Aider contact details
8a, pg 3	SM to contact Clinical skills lab to ask for their assistance with use of tourniquets and/or defibrillators in particular in due course.
8b, pg 3	SJ to move one box to the kitchenette, to check in labs and have an update sent to all in NDCLS about their locations
9b, pg 4	SJ to ensure actions from last inspection are on the agenda for the next DSAC meeting
10b, pg 4	SJ to look up when Biological safety cabinets need to be checked
10e, pg 4	HD to find out contact details and see when a date might be set for clearance of asbestos from a locked cupboard in GMG lab

Updates from safety office

Agenda section	Item	Commentary
Activities	Travel risk assessment	Updated template now available on Safety Office website; please use going forward
AOB	Martyn's Law	Training to follow on how to use trauma packs but please complete the counter-terrorism module on CoSY
AOB	MSD Safety Website	New Website coming from MSD Safety Team! Let us know what you'd like to see
AOB	Safety video from VC - 28.02.2024 cascade	Everybody needs to watch this https://www.youtube.com/watch?v=avbg83ec9j8
AOB	safety@medsci.ox.ac.uk	Reminder of shared email: safety@medsci.ox.ac.uk
AOB	SHEOx	Reminder of SHEOx Teams channel
AOB	Safety Conference web page	now online at https://safety.admin.ox.ac.uk/safety-network-conference .
bio/gm	Annual Biosafety Returns	Very good response rate - thanks to all the team behind the work - follow up will continue locally and feedback on the process would be much appreciated .
Div Notices	Termly DSO Meetings	To start up again - 4 times a year - rotate through MSD locations but all encouraged to attend all meetings. Including Summer Social. Invitations coming soon.
IRIS	Annual IRIS statistics 2023	MSD very good stats (closing actions, reviewing incidents) etc despite having by far highest number of incidents reported . Keep up the good work. Report more near misses!
IRIS	IRIS mandatory training	For named role-holders - non-completers to be removed
IRIS	IRIS structure/organisation	If IRIS areas do not make sense for your department let us know as new areas can be created, especially in shared buildings/responsibility areas.
IRIS	Safety Office and MSD Safety team monitoring IRIS more actively	Please clear / close down any historic unreviewed incidents / outstanding actions ASAP.
Memos	EDS Campaigns	Be Fire Aware. Posters and videos via comms cascade
Memos	Memos / Safety Network Newsletters	Safety Network Newsletters are equivalent to memos - make sure you pick out/disseminate/action things from these. https://safety.admin.ox.ac.uk/news
Memos	Memos / Safety Network Newsletters	Latest newsletter is out and is a Safety Network Conference issue. Contains recordings of the presentations if you were unable to join on the day
Memos	Safety training courses for Trinity Term now available - Memo M2/24	Safety training courses for this term are now available. Book attendance based on identified needs, recommend refreshers every 3-5 years. Make training reviews part of your PDR. Sign up at https://safety.admin.ox.ac.uk/training-a-z

Policies	New training framework	Initially for DSOs, managers/supervisors, and SLTs plus Health & Safety Basics for everyone; more to follow. https://safety.admin.ox.ac.uk/training-competency-frameworks
Policies	Online HS-1 registration	No longer just a pilot, MSD want people to engage with this method instead of the pdfs. Presently no closure of loop back to depts so keep local copies e.g. HR. https://forms.office.com/r/W20ywxjz4j
Policies	Policies / SEG guidance notes	SEG guidance notes are now policies – make sure you pick out / disseminate / action things from these. https://safety.admin.ox.ac.uk/seg-guidance-notes
SoSO	Emeritus Professors or PIs that are absent for long periods of time.	Please review arrangements where you have these. HoDs must approve and if possible, add to SoSO. Significant risk section.
SoSO	SoSOs	Add Facility Managers to SoSO as they control local areas, and CL3 managers.
SoSO	SoSOs	Please add Amanda Anderson and Patricia Ciccone (as applicable)