

Nuffield Division of Clinical Laboratory Sciences

Divisional Safety Advisory Committee Meeting

Thursday 27th June 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), Emily Castells (EC), Neil Dear (ND), Abigail Lamikanra (AL), Kamran Miah (KM), Mariana Viegas (MV), Shijie Cai (SC), Shazia Irshad (SI)*, Stephanie Jones (SJ), Steve Hyde (SH), Tracey Mustoe (TM), Lee-Anne Stork (LAS) (* online)

Apologies: Hamid Dolatshad (HD), Shannah Gates (SG), David Maldonado-Perez (DMP), Stephen Minay (SM), Daniel Royston (DR), Brian Shine (BS).

1. Welcome and Apologies

2. Minutes of the previous meeting

page 4: clarification of first action, which related to the report on flammables cabinets asbestos survey.

Page 3: correct spelling of Martyn's Law

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 - 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) SJ to look up when Biological safety cabinets need to be checked: was completed on 22nd November 2023, by CHTS.
- c) Removal of Asbestos from cupboard in Gene Medicine area: the request for estates to do this work has just been put in, expected date is probably July, probably a weekend. Do the workmen need to be supervised? Not as long as any hazardous material locked away, and not left on the benches etc Ideally there would be a chaperone or a formal document for sharing what hazards might be found in the environment. There is no risk to anyone coming in, but lab members should be advised not to come into the lab. ND to remind OUH this is an evacuation route for John Warin Ward. **Action: ND to let Gene medicine and ORB teams know when a date is set.**

4. Reports from NDCLS Safety Officers

- a) Biological (including GM matters if applicable) (SH)
 - Risk Assessments: There are no new risk assessments, the website now lists all active (10) GM RAs and 1 Microbiological RA. One RA from the Boulwood group to be retained until cells in storage are disposed of (around Nov-Dec 2024). SH has drafted a new front page with reference to up-to-date legislation, and on which we can record when document review took place. TM mentioned that there is a template in preparation from central university safety office that will be shared at some point, but she advised not to wait for this. **Action: SH and TM to exchange templates.**
 - NDCLS-RA-024 has been reviewed and signed by BSO and HoD and uploaded to the H&S section of the website.
 - Policy S5-09: no responses to initial email from SJ - failed to ask for Reply to confirm read. **Action: SJ to email again with clearer explanation of need to acknowledge reading.** TM explained that this policy is going to be reviewed imminently.
- b) Fire (SI)
 - Fire assessment for Level 5 lab: feedback received, then move to Level 4. **Action: SI and HD to continue working on the extensive feedback from the University Fire Officer (Caroline Taylor).**

- Fire warden: Emily Castells on GMG lab side; Academic block: no named Fire warden.
 - ND to become FW and add at least one more FW on Academic block side.
 - Betty and Caroline T are expected to come and visit embedded spaces including NDCLS in the JR in early July
 - Instead of GR arranging a training session, we will wait for Caroline T to deliver bespoke training.
 - **Action:** ND to liaise with Caroline Taylor re who will require training for Fire Warden and when this will take place.
- c) Laser (SC)
- Nothing to report.
 - New Laser policy coming up soon but still not been issued.
- d) Electrical (KM)
- Planned outages in Academic block went fine, no issues.
 - **Action:** KM to speak to LAS about who is going to report on electrical safety compliance on behalf of admin team.
- e) Manual Handling (no one to report on this)
- ND to get trained up on this and take on reporting of Manual Handling issues going forwards.

5. Incident Reports

- IRIS Privileges - ND hasn't yet been granted access to NDCLS IRIS reports, as he is still going through the training. **Action:** ND and DR to liaise on incidents that need review.
- New incidents (occurring since last meeting, includes any NHSBT and NOC reports)
 - Not covered, no information available.
- Updates on previous/outstanding incidents
 - Bunsen burner incident. HD has submitted all documents. **Action:** AA to finish off the IRIS process.
 - LN2 repository issues: problem with exit button has now been fixed by replacement of entrance and exit system. However, ND would like to suggest one door is always open; and a buddy outside for all activities. AA said current control measures should allow safe working inside the room with the door shut. **Action:** ND to liaise with stakeholders in NDCLS including ORB team to come to an agreement. **Action:** ND to ensure everyone is re-trained as necessary.
 - North lifts issue: Meeting between MSD H&S team and OUH has taken place. North lift floor level has been resolved. There is still only one with override key we can use. Lift P is at the bottom of planned repair by OUH. This issue with lifts needs to be on the NDCLS risk register.
 - Update on specific RA for manoeuvring the heavy equipment, SJ has sent the updated RA to relevant people involved in moving the dewars in NDCLS and to ND, for comments. So far only acknowledgement received from SI, no changes. **Action:** ND to review updated RA sent by SJ.
 - Replacement of LN2 with -156 is being looked at. ND raised the issue of risk of loss of power being significant as the freezers will not retain temperature as long as cryobanks do in the event of a power cut. TM raised the question: Will HTA licence samples be OK to have in -156 freezers? TM also emphasised the need for good inventory management. **Action:** SJ to introduce ND to stakeholders from NDS and ORB. **Action:** ND to compile a business plan to compare the options of moving away from LN2 vs retaining the cryostorage room as it is.

6. Gas regulator inspection report

- GMG equipment has been replaced with new items.
- Action:** SJ to handover information on further actions needed this year, to ND.

7. Updates from Safety Executive Group/Safety Office

- Still no improvement in cascading of information from SEG. SH shared the slides from the SEG meeting in May 2024. **Action:** SJ to circulate SEG slides from May meeting.

- b) Expectation of a lot of H&S governance efforts coming to departments will need to be supported by professional training of departmental Safety officer roles and University Safety office.
- c) MSD Safety Management Group (SH our representative there) has arranged to meet systematically the day before SEG meetings so they can feedback directly into SEG (next meeting 22nd July SMG, 23rd July SEG).
- d) BSEC is being re-invigorated.
- e) Health and Safety page: Key contacts all out of date
- f) Main points to bring to our attention from GR and AA:
 - Martyn's Law ACT Training. **Action:** LAS to check on COSY for record of who has completed ACT training.

8. Training

- a) Three staff newly trained on First Aid At Work, posters have been updated. **Action:** SJ to check certificates were issued (HD, LAS & Jaid). SM has spoken to Clinical skills lab team about training on tourniquets/defibrillators as part of expected trauma kit to go alongside ACT training (if this goes through subject to general election). Clinical skills lab people would not be able to help us with this.
- b) Local courses
 - New starter inductions: Now being done by ND from next week. All first aid boxes were reviewed and updated by HR & Mark Stainthorpe. Hooks for box in Academic block kitchnette are now in the department and ND is waiting for Estates to fit them.
 - LN2 refresher training: to be done by ND going forwards.

9. Area inspections

- a) SJ and ND couldn't find the report from the last inspection. AA reminded us that these would be available from those who were inspected (SI & SC). **Action:** AA and ND to look at contents of external hard drive to check where important items are.
- b) **Action:** AA and ND to schedule area inspections.

10. Any other business

- a) GR: Divisional safety Sharepoint site now up and running; we are encouraged to flag any areas we would like to see covered on there.
 - information: <https://www.medsci.ox.ac.uk/for-staff/opportunities-and-updates/new-msd-safety-resource-hub>;
 - Actual resource: <https://unioxfordnexus.sharepoint.com/sites/MDIV-Safety>
- b) GR: Chemical waste collections: new Trauma unit car park will be closed soon, making access for removal more challenging, would like to get rid of as much as possible to limit amount storage. Need TW210 list as soon as possible.
- c) GR: Out of hours emergency contacts:
 - list with MSD Safety team; ND can go onto this list, but we need someone else.
 - GMG need to update their emergency contacts displayed on door.
- d) GR: retiring at end of July, AA will look after Embedded spaces in JR. DG expressed her thanks on behalf of the department and beyond for everything Graham has done for the University, presented him with a bottle of Whiskey as a token of our collective appreciation. SH emphasised that Graham is valued all across and beyond MSD.
- e) AA: reminder that currently to prohibit charging of e-bikes and e-scooters inside university buildings, due to the risk of uncontrolled fires. A decision about the policy for embedded space is still outstanding.
- f) AA: nomenclature issue: "University policy statements" from now on is to be known as "SEG guidance notes". "University memos" are to be replaced by "safety network newsletter" and "safety notices". These will get sent to DSOs for sharing, or through the management cascade. SH asked whether these documents still be accessible through the same website, he would very much appreciate this as an easier method than trying to find information in emails. TM and AA suggested everything should still be found through the Safety Office website.
- g) AA: Update the agendas for DSACs to reflect this language change. **Action:** AA to share link to central safety office page. **Action:** ND to action for next agenda

- h) AA: Action: SJ to remind all NDCLS members that appropriate footwear (no open-toe shoes in the labs) and PPE must be worn even in hot weather.

11. Date of next meeting – Action: SJ to set up via Doodle Poll

Table of actions	
Section and page #	Action
3a, pg 1	LAS to make sure report on asbestos-free flammables cabinets in NDCLS, is part of the handover to the new DSO
3c, pg 1	ND to let Gene medicine and ORB teams know when a date is set for removal of asbestos from cupboard in Clinical biochemistry NDCLS lab.
4a, pg 1	SH and TM to exchange templates for Risk assessment front sheets
4a, pg 1	SJ to email again with clearer explanation of need to acknowledge reading of Biorisk management policy S5-09 from all unit heads
4b, pg 1	SI and HD to continue working on the extensive feedback from the University Fire Officer (Caroline Taylor), on the Level 5 lab fire risk assessment.
4b, pg 2	ND to liaise with Caroline Taylor regarding who will require training as Fire Warden and when this will take place
4d, pg 2	KM to speak to LAS about who is going to report on electrical safety compliance on behalf of admin team
5a, pg 2	ND and DR to liaise on incidents on IRIS that need review
5c, pg 2	AA to finish off the IRIS process for Bunsen burner incident
5c, pg 2	ND to liaise with stakeholders in NDCLS including ORB team to come to an agreement about safety measures for access to LN2 repository
5c, pg 2	ND to ensure everyone is re-trained as necessary for access to LN2 repository
5c, pg 2	ND to review updated RA on use of LN2 repository sent by SJ.
5c, pg 2	SJ to introduce ND to stakeholders from NDS and ORB re switching from LN2 to -150 deg freezers
5c, pg 2	ND to compile a business plan to compare the options of moving away from LN2 (-150degrees C freezers) vs retaining the cryostorage room as it is
6b, pg 2	SJ to handover information on further actions needed this year re gas regulators etc, to ND
7a, pg 3	SJ to circulate SEG slides from May meeting
7f, pg 3	LAS to check on COSY for record of who has completed ACT training
8a, pg 3	SJ to check First Aid training certificates were issued (HD, LAS & Jaid)
9a, pg 3	AA and ND to look at contents of external hard drive to check where important H&S items are
9b, pg 3	AA and ND to schedule area inspections
10g, pg 4	AA to share link to central safety office page
10g, pg 4	ND to use updated nomenclature for "memos" and "policies" according to information from AA, for the next agenda
10h, pg 4	SJ to remind all NDCLS members that appropriate footwear (no open-toe shoes in the labs) and PPE must be worn even in hot weather
11, pg 4	SJ to find date for next meeting via Doodle Poll