

**College of Life Sciences
Health and Safety Committee Meeting
Friday 26th September 2008**

Present

Magnus Alphey (MA), Irene Blair (IB), Allison Bridges (AB), Letty Gibson (LMG), Lisa Grayson (LG; Chair), Zoe Hirons (ZH), Monica Lacey (ML; minutes), Stella Mitchell (SM), Andrew Newman (AN), Kiran Oza (KO)

ACTION

1. Apologies

Apologies were received from Donald Gardiner (DG).

LG welcomed ZH and AB to the Committee. AB replaces Aileen Watson (retired) as the MRC/DSTT representative and ZH is the newly appointed Admin/Clerical/Portering Staff representative.

2. Minutes of Previous Meeting

The minutes were approved

Matters Arising

Item 1.1.7va. IB consulted E&B on the chlorination of safety showers in WTB and was told that they do not require chlorination. Committee agreed that regular flushing/testing of the showers is not practical due to their location and, for this same reason, using them is not advisable. In light of the fact that there are contained showers off the atrium on levels 2, M and 3 the Committee agreed that the WTB safety showers should be disabled and all staff informed of the status. IB to arrange with E&B. **IB**

Item 1.7iv. IT Support DSE assessments have been done. Other risk assessments are still to be documented. **LG/KO**

Item 1.3. SM reported that the situation is much improved in terms of students acquiring lab coats in time for the new semester but some still had to be issued with plastic aprons. IB said CAHID could use the stock of spare lab coats she keeps. SM thanked IB for the offer.

Item 1.8vi. LG asked CPD at the H&S Management Committee (H&SMC) meeting in June 2007 if there could be some official communication on what constitutes acceptable footwear for wearing in the lab. CPD was of the opinion that this should be communicated as part of basic training in GLP.

Item 2. LG informed the Committee that there is now a mechanism for attaching individual names to risk assessments and this is currently being refined before all personnel are informed.

Item 3. KO informed the Committee that a considerable amount of work has been/is being done on updating and maintaining the CLS E-mailing lists.

Item 4. The policy on Eye Protection was approved by the H&SMC in June 2007.

Item 5. An 'Exit Form' has been produced for all staff leaving CLS to complete before their final departure. LG discussed induction procedures with the CLS HR Officer and both are satisfied that the general and H&S induction procedures complement each other.

Item 6. DSE guidance has been amended and communicated to the relevant people.

Item 7. The CLS policy on disposable gloves and the SOP for microwave ovens are both now covered at the H&S Induction Seminar.

Item 8i. The repaired oxygen depletion monitor has been reinstalled in the X-Ray Crystallography Facility and all monitors were serviced/tested in September 2007.

Item 8ii. IB still to arrange First Aid training. See 26/9/08 AOCB item iv for further information.

Item 8iii. An Email advising staff about what to do if they become trapped in a stairwell outwith normal working hours and without their proximity card was issued on 29/5/08. A phone has now been installed in the MSI west end stairwell.

3. Revised CLS H&S Policy Document

LG informed the Committee that the changes to the policy were minor and the revised version had been approved by the H&SMC on 23/9/08.

4. Annual CLS H&S Report 2008

The Annual H&S Report was formally issued on 23/9/08. The Committee members had no comments.

5. CLS Well Being at Work Survey

LG summarised the survey results and explained that the CLS HR Officer is taking the lead on implementing new policies and procedures that should address some of the key concerns. The Committee agreed that the bullying issue is particularly worrying. LG asked for suggestions on how to improve the survey form return rate next time. Committee members suggested increasing the donation to charity per form, allowing personnel to vote for the charity they wanted the donation to

go to and putting the form on the web for on-line completion as well as having hard copies available. LG to discuss with the HR Officer.

LG

6. Water Cut Policy and Procedures

LG informed the Committee that the H&SMC approved the Water Cut policy/procedure on 23/9/08. A discussion ensued about how best to keep personnel updated during a water cut or other similar emergency situation. KO suggested using the flat screens at each Reception Desk, posting updates on the web and having an emergency telephone line playing a pre recorded message. Committee agreed that having a College Emergency Line is an excellent idea. IB and LG to look into this. Once the line is established LG will add the number to the Emergency Numbers card.

LG/IB

7. Procedures Governing the Use of Human Material

LG informed the Committee that the H&SMC approved the Human Material procedures on 23/9/08.

8. Inspections

LG summarised the key outcomes from the HSE Radiation Safety Inspection carried out in October 2007 and highlighted the fact that the Inspector was impressed with our facilities and the attitude of the CLS personnel she spoke to during her visit.

9. Accidents & Incidents

IB talked through the latest Accident/Incident statistics. The serious repercussions from the incidents involving syringe needles were discussed. AN commented that sharps are occasionally left in lab coat pockets and that issuing lab coats without pockets would prevent this happening. IB drew attention to the nitrile allergy cases and stressed the importance of reporting suspected/confirmed work related allergies. SM enquired as to where the CAHId accident report book could be found. IB informed her that the senior technician, Netta Gallazzi, kept this report book.

10. Items from Committee Members

See AOCB.

11. AOCB

- i. SM asked IB/LG where the nearest shower to the Mortuary is located. IB/LG to check and inform CAHId personnel. **IB/LG**
- ii. IB and LG to develop training for IT Support and Secretarial staff based on the E&B hazard awareness training. **IB/LG**
- iii. SM said she would like appropriate washable shoes provided for Mortuary personnel. IB/LG agreed that this was a good idea. SM to proceed. **SM**
- iv. IB agreed to run short courses in First Aid tailored to the CLS lab environment. ZH asked if at least one Receptionist could be trained as an official First Aider. IB to arrange. KO suggested making training videos, not just for First Aid but for other H&S topics. LG said this had been attempted in the past but the H&S team didn't have the resources or expertise to do this properly. KO suggested contacting Steve Flack in Media Arts & Imaging to ask if any students could help out. SM said she would be keen to tap into this for CAHId purposes if it gets up and running. LG and KO to investigate. **LG/KO**
- v. LG to project papers onto screen during meetings from now on to save everyone having to print hard copies. **LG**

12. Date of Next Meeting

Friday 21st August 2009, 2pm, JBC Floor 2 Meeting Room, south side