

**School of Life Sciences  
Health and Safety Management Committee Meeting**

***Present***

Professor CP Downes (Chair), Dr JA Anderson, Mrs I Blair, Dr R Booth, Dr FB Eddy, Professor AH Fairlamb, Professor GM Gadd, Ms L Grayson, Professor DG Hardie, Dr NR Helps, Professor AI Lamond, Mr IR Leith, Dr EL Newman, Dr IG Scragg, Dr PM Taylor, Professor CA Tickle, Professor C Watts, Professor CJ Weijer, Ms M Wilson. Mrs J McLean (in attendance)

***Apologies***

Dr JA Chudek

Professor Downes welcomed everyone to the first meeting of the SLS Safety Management Committee and introduced Dr Scragg who is Head of the University Safety Services. He thanked Ms Grayson, Mrs Blair and Mr Leith and their colleagues for the amount of work they had put into producing the Health and Safety policy for the School.

**ACTION**

**1. Committee Membership and Terms of Reference**

All members understood and agreed on the proposed remit. Professor Downes will submit an annual report of this Committee to the Faculty of Life Sciences Planning Committee.

**2. Local Policy/Procedures Development**

Professor Downes informed members that they must accept and agree to enforce policies and procedures to ensure their successful implementation.

It was agreed that the new Health and Safety policy be endorsed by the Committee. It was noted that this document will need to be continually updated.

It was agreed that when procedures are finalised, the Committee will be issued with key points for these and they will be summarised at the next 6-monthly meeting.

Professor Tickle asked if there is a policy specifically for undergraduate students. It was noted that there is such a policy, but that Ms Grayson and Ms Wilson will Examine the policy and report on its suitability by the next meeting.

**MW/LG**

**3. Management Roles and Responsibilities**

It was agreed that Division Heads accept responsibility as described in Section 3.1.4 of the Policy Document, but that the phrase "Take appropriate action in the event of non-compliance and implement corrective action" be added .

**LG**

It was agreed that Group Leaders and Academic Teaching Staff accept responsibility as described in Section 3.1.5 of the Policy Document. It was noted that certain responsibilities can be delegated to senior group members or lab managers.

It was agreed that Ms Grayson will issue guidelines for Division Heads and Group Leaders as to the meaning of "taking appropriate action in the event of non-compliance".

**LG**

It was agreed that Ms Grayson will issue a reporting structure indicating contacts and responsibilities in the event of an accident. It was also agreed that this document be added to the Health and Safety Policy.

**LG**

The Health and Safety Management Structure was agreed.

It was noted that there is no reference to resource in any of these documents and it was agreed that any need for resources for Health and Safety issues should be minuted in Division Meetings which the Dean will get a copy of. It was agreed that safety should always be part of Division Agendas whether or not there is anything specific to raise at every meeting.

**HoD's**

#### **4. Priorities and Targets for 2003**

##### **(a) Risk Assessment**

It was agreed that the LARA database be completed and core technical staff be trained in its use. It will be piloted throughout the School core technical group before the next meeting.

**IB/LG**

It was agreed that the SLS is severely lacking in risk assessment in all areas bar Genetic Modification and Biological Safety.

**LG**

##### **(b) Training**

It was agreed that the H&S Induction be compulsory for every new member of staff and that sanctions should be brought against those who don't attend. At the moment there is only a 30% attendance record. It was agreed that any unexplained failure to attend the induction meeting would result in temporary withdrawal of after-hours access privileges (via loss of swipe card) until the person and their supervisor agreed in writing that the new employee would attend the next available course.

It was also agreed that there should be a compulsory questionnaire.

It was agreed that Mrs Cordiner should ensure that the Health and Safety Policy be given to all new recruits in all staff categories including PhD students. Academic visitors who are expecting to work in laboratories for more than 2 weeks should also attend safety inductions.

**JMC**

It was agreed that no member of staff should get a swipe-card without having signed the basic training checklist.

#### **5. Inspections/Audits**

The outcomes of Inspections by Enforcing Authorities in 2002, the report on the Internal Health and Safety Review and the Internal Inspections planned for 2003 were acknowledged.

#### **6. Measuring Performance**

It was agreed that this would be discussed at the next meeting.

#### **7. AOCB**

There was no further matters for discussion