



College of Life Sciences

Annual Health & Safety Report 2009

Table of Contents

<u>1</u>	<u>INTRODUCTION</u>	<u>2</u>
<u>2</u>	<u>PROGRESS ON TARGETS SET IN THE 2008 REPORT</u>	<u>2</u>
<u>3</u>	<u>NEW TARGETS FOR 2010</u>	<u>6</u>
<u>4</u>	<u>SUMMARY OF ALL TARGETS FOR 2010</u>	<u>6</u>

1 Introduction

The purpose of this 2009 Health & Safety (H&S) Report is to:

1. document the progress made on the targets set in the 2008 Report;
2. if a target has not been achieved, identify the obstacles and propose how they may be overcome;
3. set new targets for the coming year.

For details of the College's long term H&S aims and for background information on previously set targets the reader is referred to the 2007 and 2008 Reports.

2 Progress on Targets Set in the 2008 Report

1. **H&S Information Officer to arrange a meeting with senior managers to discuss the applicability of the POPIMAR H&S management model to CLS by the end of 2008.**

Successful implementation of the POPIMAR H&S management model relies heavily upon senior managers' commitment to fully implementing our H&S Policy, visible leadership in the pursuit of achieving our H&S objectives and control over their subordinates throughout the H&S management hierarchy. After discussions with the College Secretary and Head of Safety Services it was agreed that, in light of this, adoption of any H&S management model or system should be University wide and lead by the Principal. CLS has its own clearly defined, local H&S management system and we should focus our efforts on implementing and perfecting it.

2. **Achieve >95% attendance at the H&S Induction Seminar and >75% attendance upon first and second invites.**

In 2009 53% of new recruits attended the Seminar upon first invite. Of those receiving a second invite, 39% attended. The overall attendance rate was a disappointing 36% primarily due to a large number of persistent non-attendees, i.e. those who have failed to attend on more than two occasions, carried over from 2008. In many cases it eventually comes to light that the culprit is no longer working in CLS, genuinely thinks the invite doesn't apply to them, is not based in CLS, or has not yet started work.

Measures to improve the attendance rate in 2010:

- Ensure Lab Managers and Principal Investigators/Line Managers are promptly informed of new recruits within their area/group/team that are expected to attend the Seminar and those that fail to attend.
- More rigorous chasing up of persistent non-attendees by Lab Managers and Principal Investigators/Line Managers.
- Target 'problem' groups:
 - Organise a special seminar for Honours Students before project and summer work begins.
 - Ensure CAHId personnel understand that the invite applies to them.
- Instruct trainers to stress the importance of attending the seminar during completion of the Basic H&S Training Checklist.

3. **Have all H&S Quiz sheets checked and returned, with errors corrected, within 2 weeks of completion.**

As an alternative to checking, correcting and returning each quiz sheet, all new recruits are now sent an answer sheet via email shortly after attending the Induction Seminar. Each completed quiz sheet is still quickly scanned to identify anyone who has made no or little

attempt to answer the questions and any such cases are followed up by the H&S Information Officer.

4. Ensure >95% of new recruits complete a Basic H&S Training Checklist within one week of starting work and maintain the current overall completion rate.

The statistics given below include new recruits logged in the Staff Database (i.e. those with a formally recorded, easily retrievable start date) who completed their Checklist between 1/1/2009 and 31/12/2009 only.

- There are 98 valid entries in the Staff Database for 2009.
- 57 checklists are dated within 7 days of the start date. Therefore, only 58% of new recruits completed their Checklist within one week of starting work.

Further analysis clearly shows that the longer delays occur in areas without a Lab Manager in situ, in particular: Life Sciences Computing, CAHld, Resource Unit/Transgenics, Stores, Human Resources and Finance. These areas must be targeted in 2010 with a view to bringing the maximum delay down to 14 days and achieving the original target of 95% trained within one week of starting work. The H&S Information Officer will remind the relevant managers to send notification of new starts as soon as possible and ensure an appointment is made with the appropriate trainer as a matter of priority.

5. Develop an on-line training package for liquid nitrogen users by the end of 2008.

The liquid nitrogen training package has been developed and is on the H&S Web Site but has still to be rolled out across the College. The package is in the form of a PowerPoint presentation and multiple-choice test that personnel can go through from their own computer at a time convenient to them. Currently, there is no mechanism for identifying who has/has not completed the training. To rectify this problem the test will be converted into an interactive web form and trainees instructed to submit their answers. The H&S Information Officer will collate the submissions and feed back to the Lab Managers. The web form will be completed by the end of February 2010. Lab Managers will then be asked to forward an email to all liquid nitrogen users within their area instructing them to view the presentation and complete the test within one month. The Basic H&S Training Checklist will be amended to include an item on liquid nitrogen training to ensure all new recruits understand the requirement to complete this training, if appropriate.

6. Ensure all assessments/procedures in the Risk Assessment Databases are checked and approved barring Chemical Hazard Assessments, which will be approved at the frequency specified in section 2.7.

- 94 Safe Operating Procedures have current approval and 26 are still to be approved. These will be approved by the end of March 2010.
- 114 General Risk Assessments have current approval, 76 have yet to be approved and 74 are due for review. The bulk of assessments requiring attention are for SLSLT practical classes and are being updated in February 2010.
- 557 out of 1731 Chemical Hazard Assessments have been approved.
- The GM Microorganism Risk Assessments are currently under review.
- All Microorganism Hazard Assessments, Blood & Tissue Hazard Assessments and Manual Handling Risk Assessments have current approval.

At present, only one individual is approving assessments for the entire College (with the exception of GM assessments that are approved by the City Campus GM & Biological Safety Committee) and this has created a bottleneck. In 2010 the plan is to appoint additional approvers and at least two within SLSLT.

7. Get risk assessments in place for the Frearson Group by the end of 2008.

This has not been fully achieved. However, many of the High Throughput Screening Group's activities are covered by existing assessments. The H&S Information Officer will meet with a representative of the group on 12/2/2010 to discuss which activities still need to be risk assessed, who will do the assessments and time scale for completion.

8. Revamp and relocate the CLS H&S web site in conjunction with CLS Computing/Web Admin within 6 months.

Unfortunately, the LSC Web Development Service was not available to CLS H&S in 2009. Therefore, the much needed overhaul of the H&S Web Site was not undertaken. However, the College Secretary has now made resources available to ensure this can be achieved in 2010. The H&S Information Officer will meet with Web Development Service personnel to discuss the options and will update the College Secretary by the end of March 2010.

9. Remind all personnel of the CLS H&S web site URL via monthly emails highlighting new information and features.

The emails are not being issued this frequently. A more realistic aim would be to issue an email once every two months or whenever new material is added to the site, whichever is more frequent.

10. Ensure all personnel have read-only access to the Risk Assessment Databases by the end of October 2008.

All current personnel logged in the Staff Database were granted read only access by the end of 2008.

11. Give all new recruits access to the Risk Assessment Databases as soon as their Basic H&S Training Checklists are received.

Providing the new recruit has a Life Sciences Directory (LSD) account, this is being done. An LSD username is essential for accessing the FileMaker web published databases. This is clearly explained to personnel at the Induction Seminar and those who cannot get access to the databases are instructed to contact the H&S Information Officer or IT Support for assistance. 795 usernames have been added to the Read Only access group to date.

12. Conduct a review of all stress risk assessments in 2009.

The H&S Information Officer and Human Resources Officer discussed this proposal and agreed that the risk assessments should be reviewed after the Well Being Survey (now called the Staff Engagement Survey) is conducted in 2010. The survey results should provide useful information for the assessment review, which should now be completed mid 2010.

13. Ensure DSE assessments are carried out for Official DSE Users based in the research labs.

We are unlikely to encounter many 'Official DSE Users' in the research labs if we adhere to Safety Services definition (see Safety Policy Arrangement 14-2002 rev. 2007, page 11). Therefore, the aim should be to carry out DSE assessments for all research personnel who spend most (i.e. >50%) of their work time using a computer. This will include groups such as Bioinformatics and OME but exclude people who spend most of their day working at the bench.

104 personnel have DSE assessments in place at present. 53 assessments are for Support/Administrative Personnel and 51 are for Research Personnel. 25 and 21

assessments were completed in 2009 for each group respectively. It is hard to determine from the Staff Database alone just how many personnel should have assessments in place but, given the total number of employees and nature of the work, the H&SWG estimates the completion rate within the Research personnel group to be only 25% of what it should be. Also, several assessments completed before 2009 require updating due to people moving office.

Achieving the the revised target with only two active DSE Assessors is unlikely. Therefore, the H&SWG proposes that each Lab Manager undergoes refresher training and resumes the role DSE Assessor for their area. This proposal has been discussed with the Research Services Manager and approved in principle.

14. Have all manual handling tasks undertaken by Stores' staff fully risk assessed by the end of 2008.

This has not been fully achieved. H&S Information Officer to meet with the Stores Manager to progress this forward before the end of March 2010.

15. Conduct one general safety inspection every month, ensure the report is issued within two weeks and carry out a follow up visit within 3 months.

15 Tissue Culture Suite inspections were carried out in 2009 plus 4 general laboratory inspections. This exceeded the 1 per month target. However, not all reports were issued within the 2 week deadline and the 3 month target for follow up visits has proven to be unrealistic given the frequency of inspections.

Considering the amount of ground to be covered, it is important to maintain, if not increase, the current inspection frequency. To facilitate this, rather than the H&S Working Group conducting follow up visits within 3 months, the Lab Managers will be asked to submit a response to each inspection report, within 3 months of receipt, detailing the corrective actions taken/not taken and highlighting any barriers to implementing the inspectors' recommendations. The H&S Working Group will endeavour to increase the inspection rate to 2 per month and ensure that all general lab areas and TC suites are inspected at least once every two years.

16. Carry out a topic specific safety inspection once a year.

All fixed laboratory gas manifold systems were inspected in 2009 by a qualified examiner from Speck & Burke Analytical. This was to ensure compliance with the Pressure Systems Safety Regulations 2000 and relevant British Compressed Gas Association codes of practice. A detailed inventory and report has been received by the H&S Information Officer and it clearly indicates that many components of the MSI and WTB manifold systems have exceeded the manufacturer's recommended replacement dates. The examiner's recommendations have still to be summarised and costed by the H&S Information Officer for consideration by the Research Services Manager and College Secretary.

In 2010 the H&S Working Group intends to inspect all Liquid Nitrogen facilities within the Complex.

17. Review all current GM risk assessments by the end of 2008.

This target was not achieved. However, the GM risk assessments are being reviewed now (February 2010) and Principal Investigators have been requested to get all necessary assessments drafted/updated by the end of March 2010. The H&S Information Officer will submit a progress report at this time to the Head of Safety Services and Chair of the City Campus GM & Biological Safety Committee (Prof Daan van Aalten).

A realistic future target would be to review GM risk assessments every two years.

18. Draft, and get key personnel signed up to, local procedures on lab refurbishment before the end of 2008.

This was achieved. The College Facilities Coordinator has a key role in implementing these procedures and is now ensuring that the necessary handover documentation is completed and copied to the H&S Information Officer.

19. Train 10 new First Aiders.

The First Aid training program is still under development.

3 New Targets for 2010

1. Populate the CLS H&S Training Database

We now have a CLS H&S Training Database linked to the Staff Database. The aim is to populate this with data from existing hard copy training records from 2005 onwards by the end of March 2010 and log all new H&S training achievements from now on. This will allow easy compilation of training statistics for presentation in this annual report in future.

2. Implement Safety Services' Highly Dangerous Substances Policy

The first stage of implementing this policy is to produce an inventory of all highly dangerous substances within CLS. This is in progress now (February 2010) and should be completed by the end of March 2010. We then need to look at how we secure these substances to restrict access to authorised persons only. This will require careful consideration and discussion with the Lab Managers. The aim is to have the policy fully implemented by the end of 2010.

3. Revise and Fully Implement the CLS Procedures to Ensure the Safety of Visitors

These procedures were approved by the H&SMC in 2006 but are not being fully implemented. A thorough revision is required to ensure all aspects of visitors' safety and building security are being addressed and that the safety measures are reasonably practicable. The revised procedures must be fully implemented by the end of 2010.

4. Complete the Tissue Culture Safety Training Package and Ensure all TC Users Undergo Appropriate Training

Safety Services and CLS H&S are developing a TC safety training video that covers waste disposal, disinfection, good aseptic technique, correct operation of microbiological safety cabinets and spill procedures. The package should be ready for delivery by mid 2010 and the aim is to have all TC users undergo training by the end of 2010.

4 Summary of All Targets for 2010

1. Achieve >95% attendance at the H&S Induction Seminar and >75% attendance upon first and second invites.
2. Ensure >95% of new recruits complete a Basic H&S Training Checklist within one week of starting work and that all new recruits complete the Checklist within 2 weeks.
3. Deliver training to all Liquid Nitrogen users.
4. Ensure all assessments/procedures in the Risk Assessment Databases are checked and approved.
5. Get risk assessments in place for the High Throughput Screening Group (timescale to be agreed on 12/2/2010).
6. Revamp and relocate the CLS H&S web site.

7. Conduct a review of all stress risk assessments as soon as the 2010 survey results are collated.
8. Arrange DSE Assessor refresher training for the Lab Managers and ensure they carry out DSE assessments for research personnel based in their areas who spend most of their working day using a computer.
9. Get all manual handling tasks undertaken by Stores' staff fully risk assessed (timescale to be agreed with Stores Manager before end of March 2010).
10. Increase the H&S inspection frequency to 2 per month and ensure Lab Managers respond to inspection reports within 3 months of receipt.
11. Inspect all CLS liquid nitrogen facilities.
12. Complete the current GM risk assessment review by the end of March 2010 and ensure assessment are reviewed every two years from now on.
13. Train 10 new First Aiders.
14. Populate the CLS H&S Training Database.
15. Implement Safety Services' Highly Dangerous Substances Policy.
16. Revise and Fully Implement the CLS Procedures to Ensure the Safety of Visitors.
17. Complete the TC safety training package and ensure all TC Users undergo appropriate training.