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**Present**

Professor CP Downes (CPD; Chair), Professor S Black (SB), Mrs I Blair (IB), Dr Maureen Benwell (MB; on behalf of JE), Professor AH Fairlamb (AHF), Ms L Grayson (LG; Minutes), Dr C Halpin (CH; on behalf of GMG), Professor DG Hardie (DGH), Dr NR Helps (NRH), Mr IR Leith (IRL), Mrs M Lacey (ML), Dr Inke Nathke (ISN; on behalf of CJW) Dr EL Newman (ELN), Dr ND Perkins (NDP; on behalf of AIL)

**Apologies**

Professor DA Cantrell (DAC), Dr J Elliott (JE), Professor GM Gadd (GMG), Professor AI Lamond (AIL), Dr IG Scragg (IGS), Professor CJ Weijer (CJW).

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**ACTION**

**1. Welcome and Apologies**

CPD welcomed everyone to the meeting and ran through the list of apologies. There was no representative from the Division of Cell Biology & Immunology or Safety Services.

**2. Minutes of Previous Meeting [paper A]**

The minutes were approved.

**Matters Arising**

*Item 2, 2c: Basic Training Checklist (BTC) Compliance Rates*

LG summarised the conclusions of the 2006 report [paper B] and pointed out that the compliance rate had increased from 50% in 2006 to 85% for the period 1/1/07 to 31/5/07. NRH pointed out that MRC/DSTT do not use the CLS BTC but have an alternative system. See 8/6/07 agenda item 4 for additional information.

*Item 2, 5: Drug Precursors*

LG has set up a web page listing drug precursors and other controlled substances but has not established a direct link to this from the Order Book. LG to liaise with Kiran Oza on how this feature could be built into the new e-procurement system.

**LG**

*Item 2, 8b: Fire Evacuation Procedure (Effective Communication of H&S Information)*

LG reported that she had started emailing the minutes of this meeting directly to every PI and asking the Lab Managers to post copies on their H&S notice-boards. Items arising from Divisional Meetings will now be a standing item on this agenda. For related item see 8/6/07 agenda, item 9ii.

*Item 2, 8c: Smoking Outside CLS Buildings*

CPD put forward his proposal to declare the College a smoke free zone to the College Board. The College Board approved but noted that it would be very difficult to police. Ian Scragg informed LG that he has raised the issue of a smoke free campus with the University Secretary but it was highly unlikely that the University would go down this route in the foreseeable future. Ian Scragg recommended that the College adhere to the existing University policy and go for a 6m smoke free zone around the building perimeters. The Committee agreed to this on the basis that it will be easier to police. LG enquired about how the policy will be implemented and enforced. CPD asked that the H&S Working Group (H&SWG) and IRL discuss this at a later date.

**H&SWG/  
IRL**

*Item 6: Management of Work Related Stress*

LG reported that the generic stress risk assessments were now available to all CLS personnel via the H&S web site along with the official CLS policy and some additional guidance.

*All other matters arising were covered under the 8/6/07 agenda.*

### 3. Minutes of Health & Safety Committee (H&SC) Meeting and Matters Arising [paper C]

*Item 1, 1.6:* Committee agreed with the H&SC's conclusion but asked IB/LG to check that no regulations were being contravened by removing the Out-of-Hours Singing In Books without implementing an alternative. **IB/LG**

*Item 1, 3:* All H&SC members agreed that CPD's email communication to all personnel explaining the policy on wearing of lab coats had had very little effect. LG asked the Committee for suggestions on how to rectify this. ISN was of the opinion that Principal Investigators have to take a lead role in the implementation of such policies. NDP felt that attempting to gradually change the prevailing culture through education and consultation was a better approach. AHF disagreed and said that in order to achieve full compliance staff have to be told that they *must* follow H&S policy and be constantly reminded of their legal/moral obligations. AHF also suggested that it may be useful to do occasional spot checks on the number of lab coats being worn in each area and publicise the Divisional totals. Opinion was divided on how useful this would be. LG asked if Lab Managers should have the authority to tell people to wear lab coats. CPD said Lab Managers should have the confidence to do this but that they would require support from their Principal Investigators and the Division would have to agree on the extent of the Lab Manager's authority in such instances. AHF pointed out that senior Post Docs also have a lead role in implementation and that all lab personnel have a role in monitoring compliance and highlighting problems. CPD concluded those with a key role in implementing and ensuring compliance with H&S policy were the Division Heads, Principal Investigators, Senior Post Docs and Lab Managers and that each Division must take this on board.

*Item 1, 1.8vi:* CPD stated that what constitutes acceptable footwear for the laboratory environment is part of basic GLP and should be communicated via GLP training. AHF added that, as well as open toed shoes/sandals, clogs and other slip-on shoes were also unsuitable for the lab environment.

### 4. CLS Annual H&S Report 2007 [papers D, E, F, G]

i) LG talked through the 2007/2008 H&S targets summarised on page 7 of the report. AHF suggested that rather than aiming for 100% compliance in relation to targets 2, 3 and 4, it may be more realistic to state that greater than 95% compliance is the aim. Committee agreed. LG to amend report accordingly. **LG**

ii) Committee approved report subject to the above change.

iii) Committee agreed that the widely accepted 'POPIAR' H&S management model should be adopted by CLS. H&SWG to discuss how this will be achieved in practice with CPD and IRL. **H&SWG/  
CPD/IRL**

iv) Committee approved the revised CLS H&S Policy document. LG to circulate to all personnel. **LG**

v) CPD said he would have to scrutinise the H&S publication 'Directors' Responsibilities for Health & Safety' and carefully consider the implications for CLS before making any commitment to adopt the approach outlined in the document. CPD to update Committee at the next meeting. **CPD**

vi) LG to give a progress report on the 2007/2008 targets at the next meeting. **LG**

### 5. Draft Policy & Guidance on Eye Protection [paper H]

Policy was approved. LG to bring to the attention of all personnel. **LG**

### 6. Revised Policy & Guidance on DSE [paper J]

Revised policy and guidance were approved pending the agreed amendment to section (j). LG to make the necessary amendment then circulate to all personnel. **LG**

### 7. Items Arising From Divisional Meetings

The only item put forward for discussion came for GRE. Some personnel on JBC Floor M have complained that their coffee/meeting room is so intensively used for meetings that it is often unavailable for staff to use at coffee and lunch times. ISN said a similar problem exists in her area. NDP went on to explain that this is leading to people routinely eating and drinking in the writing rooms off the lab areas. AHF added that Garland Café restrictions at peak times exacerbate the problem. AHF also suggested that a larger area where personnel from different Divisions can mix would be desirable. CPD acknowledged that there is a genuine problem and agreed that it must be addressed. However, CPD

pointed out that the current layout of the CLS estate does not allow for an immediate and ideal solution and that the Research School Board will have to factor a solution into their longer term, strategic plans. In the mean time, the School Board should discuss how resetting of priorities and use of communal space could provide an interim solution. NDP also expressed concern over the standard of office accommodation for Divisional support staff. CPD stated that this was also an issue for discussion at School Board level.

### **8. Accident/Incident Statistics [paper K]**

IB submitted the Accident/Incident statistics for Nov 2006 to May 2007 in a simplified format, as recommended at the previous meeting. Committee approved of the new format. ISN asked if cases where PPE could have/did prevent injury could be highlighted. IB agreed to do this from now on.

**IB**

### **9. AOCB**

i) CPD informed the Committee that the Counter-Terrorism Security Adviser from Tayside Police was due to visit CLS in August and stressed the importance of Principal Investigators cooperating with requests for information in relation to this. LG noted that microcystin had been removed from Schedule 5 of the Anti-Terrorism, Crime & Security Act.

ii) AHF informed the Committee that the use of personal stereos/i-pods is no longer tolerated in BCDD lab areas and the use of mobile phones is now banned in the Containment Level 3 Suite and Hot Room. This led to a discussion on how policies adopted at a Divisional level are brought to the attention of the H&SWG for consideration at CLS level. It was agreed that Divisional Secretaries should routinely forward H&S related items from their Divisional Meeting minutes onto LG and that LG should then raise any items that warrant further attention with the H&SWG. CPD concluded that this would be an effective way to share ideas and good practice. LG to inform Divisional Secretaries.

**LG**