

CLS SAFETY INSPECTION PLAN 2014/15

AREAS/FACILITIES TO BE INSPECTED

- General Labs
 - CTIR1 south
 - CTIRM south
 - CTIR3 south
 - JBC1
 - JBC2
 - JBCM
 - JBC3
 - JBC4 South
 - WTB1
 - WTB2
 - WTBM
 - WTB3
 - MSI1 NASRG
 - MSI1 DSTT
 - MSI3
 - MSI4
- CL3 Facilities
 - CTIR1
 - WTB1
 - WBRU
- CL2 Facilities
 - CTIR3
 - JBC2, 3 suites
 - JBCM, 2 suites
 - JBC3, 2 suites
 - JBC4 east, 2 suites
 - WTB2, 4 suites
 - WTBM, 3 suites plus 1 in link
 - WTB3
 - MSI1 DSTT
 - MSI2
 - MSI4, 2 suites
- Hot Rooms
 - JBC2
 - JBCM
 - JBC3
 - WTB1
 - WTB2
 - WTBM
 - MSI1 DSTT
 - MSI2
 - MSI3
- Other Facilities
 - Cryodepository
 - NMR Facilities
 - Central Technical Services
 - LN2 dispensing room

- Stores, including external gas cylinder cage
- Workshop
- Gamma Irradiator room
- Phenotypic Screening Centre
- Sequencing Service, include with DSTT
- Electron Microscopy
- X-ray Crystallography
- Laser facilities, including Light Microscopy, DMJL and FACS

EXCLUSIONS

- Barrier Unit, WBRUTG, WBRU – self-inspect
- Radioactive and other waste stores – Safety Services
- Plant & switch rooms, roof tops, service risers – E&B
- CAHId areas – responsibility of CASE
- Server farms – IT self-inspect
- Office environments, including CTIR2, communal offices and individual offices
 - low risk
 - generic office risk assessment in place
 - individual workstation risk assessments
 - monthly fire safety checks
 - PAT
 - continual monitoring by occupants

POOL FOR INSPECTION TEAMS

- Safety Services
 - University Biological Safety Adviser, Ian Scragg (IGS)
 - Radiation Protection Adviser, Damian Leddy (DL)
 - Radiation Protection Officer, Martin Rollo (MR)
- CLS H&S
 - H&S Coordinator, Nick Helps (NRH)
 - H&S Information Officer, Lisa Grayson (LG)
- Lab Managers
 - Allison Bridges (AB)
 - Louise McGreavey (LM)
 - Wendy James (WJ)
 - Yvonne Lindsay (YL)
 - Shona McInroy (SM)
 - Tracey Norris (TN)
 - Nancy Kirk (NK)
 - Marianne Reilly (MR)
 - Jackie Heilbronn (JH)
- Biological Safety Officers/Advisers
 - NASRG, Anne-Cecile Declais (AD)
 - MMb, Robert Ryan (RR)
 - CDB, Inke Nathke (IN)
 - GRE, Joost Zomerdijk (JZ)
 - MM, Pamela Robertson (PR)
 - BCDD, Susan Wyllie (SW)
 - DDU, Irene Hallyburton (IH)
 - CSI, ?
 - PPUU, Nick Helps (NRH)

- Support Service Managers
 - Letty Gibson (LMG)
 - Carol Iversen, Central Technical Services (CI)
 - Donald Gardiner, Stores (DG)

INSPECTION FREQUENCIES

- CL3 facilities, every 6 months
- MMb, every 6 months
- Other facilities, annually

INSPECTION CHECKLISTS

- Range of checklists tailored to different types of facility
- Electronic, i.e. FileMaker Go apps designed for iPad
- Upload wirelessly to central database on server
- Automatic
 - distribution of inspection reports to relevant people
 - reminder when inspection is due
 - chasing of outstanding corrective actions

INSPECTION PLAN FOR 2014/15

General Lab	Inspection Team	Completion Date
CTIR1	LM/AB	January 2015
CTIRM	NK/TN	January 2015
CTIR3	LMG/JH	January 2015
JBC2	SM/MR	January 2015
JBC3	YL/WJ	January 2015
JBCM	NK/TN	May 2015
JBC1	LMG/JH	May 2015
JBC4 South	SM/MR	May 2015
WTB1	YL/WJ	May 2015
WTB2	LM/AB	May 2015
WTBM	LMG/JH	September 2015
WTB3	NK/TN	September 2015
MSI1 NASRG	YL/WJ	September 2015
MSI1 DSTT/Seq Serv	SM/MR	September 2015
MSI3 & MSI4	LM/AB	September 2015

Biological Containment Facilities	Inspection Team	Completion Date
CTIR1 CL3	NRH/IGS/IH	October 2014 April 2015
WTB1 CL3	LG/IGS/SW	October 2014 April 2015
WBRU CL3	LG/IGS/SW	October 2014 April 2015
MSI2 CL2	NRH/LG/IGS/RR	October 2014 April 2015
JBC2, 3 suites	NRH/CSI BSO?	November 2014
JBCM, 2 suites	NRH/JZ	January 2015
JBC3, 2 suites	NRH/IN	March 2015
JBC4 east, 2 suites	LG/AD	November 2014
WTB2, 4 suites	LG/CSI BSO?	January 2015

WTBM, 3 plus link	LG/JZ	March 2015
WTB3	LG/IN	May 2014
MSI4, 2 suites	LG/PR	July 2014
MSI1 DSTT	NRH/PR	May 2014
CTIR3	NRH/AD	July 2014

Radiation Facilities	Inspection Team	Completion Date
JBC2	LG/MR	December 2014
JBCM	NRH/DL	December 2014
JBC3	LG/DL	December 2014
WTB1	NRH/MR	December 2014
WTB2	LG/MR	February 2015
WTBM	NRH/DL	February 2015
MSI1 DSTT	LG/DL	February 2015
MSI2	NRH/MR	February 2015
MSI3	LG/MR	June 2015
X-ray Crystallography	NRH/DL	June 2015
Gamma Irradiator	LG/DL	June 2015

Laser Facilities	Inspection Team	Completion Date
Light Microscopy	LG/MR/DL	August 2015
FACS	LG/MR/DL	August 2015
DMJL	LG/MR/DL	August 2015
Other	LG/MR/DL	August 2015

Other Facilities	Inspection Team	Completion Date
Cryodepository	LG/NRH	September 2014
WTB LN2 Dispensing Room	LG/NRH	September 2014
NMR Facilities	LG/NRH	September 2014
EM labs	LG/NRH	September 2014
CTS Labs	CI/DG	January 2015
Stores Areas	CI/DG	January 2015
Workshop	CI/DG	January 2015
Phenotypic Screening Centre	LG/NRH	January 2015