

# CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 1<sup>st</sup> November 2006 at 2pm in WTB Meeting Room 116

**Present**

Lisa Grayson (LG)  
Monica Lacey (ML)  
Gail Alexander (GA)

**Apologies**

Irene Blair (IB)

Priorities are in **red text**.

	Action
<p><b>1. Previous Minutes</b></p> <ul style="list-style-type: none"> <li>• Accepted as a true and accurate account.</li> </ul> <p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• <b>24<sup>th</sup> August 2004</b> <ul style="list-style-type: none"> <li>6. <b>AOCB</b> <ul style="list-style-type: none"> <li>xi. IB still in the process of doing SOPs and RAs for Media and Wash-Up areas. IB and LG still to meet to discuss procedure for spillage of TC/micro-org waste. <span style="float: right;">IB IB/LG</span></li> </ul> </li> </ul> </li> <li>• <b>25<sup>th</sup> February 2005</b> <ul style="list-style-type: none"> <li>AOCB           <ul style="list-style-type: none"> <li>vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Café. <span style="float: right;">IB</span></li> </ul> </li> </ul> </li> <li>• <b>25<sup>th</sup> March 2005</b> <ul style="list-style-type: none"> <li>2. <b>Update on H&amp;S Management Committee Tasks</b> <ul style="list-style-type: none"> <li>iii. H&amp;S Training Tasks:               <ul style="list-style-type: none"> <li>g. In light of discussions at the Radiation Safety Committee meeting in May, LG decided that the Radman course was not a cost effective option and that in-house training of RPSs is of greater benefit.</li> <li>i. Damian Leddy and Martin Rollo are working on an RPS training program and LG has offered to give them access to her existing material.</li> </ul> </li> </ul> </li> </ul> </li> <li>• <b>28<sup>th</sup> April 2005</b> <ul style="list-style-type: none"> <li>4. <b>Execution of BTC Implementation Plan</b> <ul style="list-style-type: none"> <li>LG proposed starting afresh in 2007. Group agreed.</li> </ul> </li> </ul> </li> <li>• <b>25<sup>th</sup> May 2005</b> <ul style="list-style-type: none"> <li>11. <b>AOCB</b> <ul style="list-style-type: none"> <li>iii. IB still to provide LG with an updated list of Fire Wardens/Marshals. <span style="float: right;">IB</span></li> </ul> </li> </ul> </li> <li>• <b>30<sup>th</sup> June 2005</b> <ul style="list-style-type: none"> <li>11. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&amp;S web. <span style="float: right;">LG</span></li> </ul> </li> </ul> </li> <li>• <b>2<sup>nd</sup> August 2005</b> <ul style="list-style-type: none"> <li>6. <b>Progress on Outstanding Inspection Tasks</b> <ul style="list-style-type: none"> <li>i. LN2 Inspection Tasks:               <ul style="list-style-type: none"> <li>d. <b>EM facility assessments still to do.</b> <span style="float: right;">LG</span></li> </ul> </li> </ul> </li> <li>7. <b>Safety in the WTB Atrium</b> <ul style="list-style-type: none"> <li>iii. Atrium safety poster photos still to be redone. Not a priority at the moment. <span style="float: right;">LG/IB</span></li> </ul> </li> <li>11. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. Mortuary &amp; Dissection room issues will be dealt with through the risk assessment process that will be initiated at a meeting on Friday 3/11/06. Sue Black has confirmed her support.</li> </ul> </li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> October 2005</b></li> <li>5. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. IB and LG to redo the manual handling assessment for handling of the 25l drums of darkroom waste. Wheeled. IB to ask Safety Services for advice.</li> <li>ii. IB and LG met with Donald Gardiner and Mike Hannan on 26/10/06 to begin the risk assessment process in Stores and the issues of winchester transport and chemical spill kits were discussed.</li> </ul> </li> </ul>	IB/LG
<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> January 2006</b></li> <li>4. <b>Risk Assessment Progress on CIR1</b> LG decided to drop the "lab book style" risk assessment for now and concentrate on pilot studies in other areas.</li> <li>5. <b>Monthly Review of Incident/Accident Reports</b> <ul style="list-style-type: none"> <li>v. LG to address queries relating to SOP arising from MMuLV incident.</li> </ul> </li> </ul>	LG
<ul style="list-style-type: none"> <li>• <b>22<sup>nd</sup> February 2006</b></li> <li>3. <b>Recommendations for Safety Services Training Program</b> LG raised the issue of training with Ian Scragg. He is happy to work with us to develop training to suit our needs. LG to arrange a meeting to discuss this further</li> <li>5. <b>Monthly Review of Incident/Accident Reports</b> <ul style="list-style-type: none"> <li>iv. LG still to put an account of the chicken retrovirus spill on the web.</li> </ul> </li> </ul>	LG LG
<ul style="list-style-type: none"> <li>• <b>29<sup>th</sup> March 2006</b></li> <li>4. <b>Checklist for New Pls</b> LG to continue working on this.</li> <li>8. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. IB and LG still to do labelling of cylinder storage cupboards/pipework. IB/LG to test how the portable monitor performs in the cold rooms. LG still to establish a program of 6 monthly checks on all monitors in SLS.</li> </ul> </li> </ul>	LG LG/IB LG
<ul style="list-style-type: none"> <li>• <b>26<sup>th</sup> April 2006</b></li> <li>2. <b>Outcomes of Roof Access Meeting</b> LG has yet to summarise the outcomes. LG to do this ASAP and issue to Group members via email for their comments.</li> <li>8. <b>AOCB</b> <ul style="list-style-type: none"> <li>iv. Due to recent change of glass bins, guidance will have to be reviewed.</li> </ul> </li> </ul>	LG LG
<ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> June 2006</b></li> <li>i. Account of individual trapped in -20 freezer to be included on Lessons to be Learned page on H&amp;S web site.</li> </ul>	LG
<ul style="list-style-type: none"> <li>• <b>30<sup>th</sup> August 2006</b></li> <li>2. <b>Additional Anti-terrorism Measures</b> <ul style="list-style-type: none"> <li>i. LG to put procedure on web covering security of common chemicals that could be used by terrorist, as per Safety Services' circular.</li> </ul> </li> <li>3. <b>Fumes from Anatomy Area</b> <ul style="list-style-type: none"> <li>i. LG to ask Safety Services for advice on bringing in a 3<sup>rd</sup> party to monitor levels of embalming fluid components in and around the A&amp;FA area.</li> </ul> </li> <li>4. <b>Induction Seminar Date</b> <ul style="list-style-type: none"> <li>i. IB to set a date for the next H&amp;S Induction Seminar.</li> </ul> </li> <li>5. <b>Accidents &amp; Incidents</b> <ul style="list-style-type: none"> <li>i. Measuring cylinder melted after being left unattended on a hot-plate stirrer. LG to add to Lessons to be Learned web page.</li> </ul> </li> </ul>	LG LG IB LG
<ul style="list-style-type: none"> <li>• <b>27<sup>th</sup> September 2006</b></li> <li>2. <b>Internal H&amp;S Audit based on RoSPA Questionnaire</b> LG still to arrange a meeting to make a start on the H&amp;S status report.</li> <li>5. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. IB and LG still to draft a procedure for Fire Marshals/Wardens, circulate it to the wardens and give training, if necessary.</li> <li>ii. IB to include Teaching Technicians in the Evac Chair training program.</li> <li>iii. CIR 1 and M still to be inspected. LG still to write up reports.</li> <li>iv. Centrifuge Safety Training has been arranged for Thursday 2/11/06.</li> <li>v. IB informed Lab Managers of Anachem's latest ergonomics poster.</li> <li>vi. OMS/Carnelley temporary fire procedures have been agreed with the Contractors.</li> <li>vii. There has been no progress on the lack of ventilation and wash-hand sinks in OMS.</li> </ul> </li> </ul>	LG IB/LG IB AII/LG

## 2. Monthly Review of Incident/Accident Reports

In IB's absence, ML gave an account of the notable accidents/incidents that had occurred in the teaching areas. Other October accidents/incidents will be covered next month.

- i. A Teaching Technician received a phenol burn to their arm. They received treatment from the Student Health Nurse. No lasting damage was sustained. LG and ML to investigate the incident and ensure use of phenol is risk assessed. **LG/ML**
- ii. An undergraduate student splashed Ecoscint scintillation fluid in their eye. The academic member of staff in charge of the class failed to ensure that the students were wearing eye protection. Rather than immediately flushing the eye with tap water, staff went to another building in search of sterile eye wash. No lasting harm was sustained but, had it been a different chemical, the delay in flushing the eye could have been critical. The Group members felt that all staff should be reminded of the procedure for dealing with chemical contamination of the eyes. **IB**  
ML has already reminded the Teaching Technicians.

## 3. Next Month's Big H&S Issue

As before.

## 4. AOCB

- i. ML to confirm with Larry Fortune that the Fire Brigade know the current route for accessing OMS/Carnelley. **ML**
- ii. GA asked what happens to DSE assessments once they are completed. LG said they should be copied to her along with the User Definition form so she can identify and maintain a central register of Official Users. LG to review the DSE guidance on the H&S web site to make sure the requirements are clear. **LG**
- iii. GA noted that Kiran Oza was going through the Basic Training Checklist with people from ICS who are now based here. GA asked who is responsible for going through the BTC with other Central Services personnel recently redeployed to CLS. LG to look into this. **LG**
- iv. LG asked if Nov, Jan and Feb H&SWG meetings could be moved from the last Wednesday of the month to the last Tuesday of the month to accommodate her NEBOSH training. ML and GA were happy with this. LG to check with IB and change room bookings accordingly. **LG**