

# SLS H&S Steering Committee Meeting Minutes

Held on Friday 22<sup>nd</sup> Feb 2002 at 2pm in Biological Sciences Museum

## *Present*

Irene Blair

Gail Alexander

Monica Wilson

Lisa Grayson

## Action

### **1. Minutes of Previous Meeting**

Minutes were accepted as a true account. Certain matters arising are covered under AOCB.

### **2. Finalising SLS H&S Policy Document**

There was some dispute over what the Policy should cover and how it should read. Lisa felt it was too vague and informal and that it defined the responsibilities of some H&S personnel but not all. In trying to rectify the perceived shortcomings, Lisa found it difficult to make firm statements on systems that did not yet exist (e.g. risk assessment, staff training, inspection) and responsibilities of H&S personnel whose roles had not been fully defined. Putting the underlying structure in place will take considerable time and effort but Gail is anxious to have the Policy finalised and ratified as soon as possible. It was agreed that the only way to achieve this is to avoid going into detail on systems that do not yet exist in their final form. Gail also stressed that the Policy should be short and succinct. Lisa admitted to not being entirely sure what an H&S Policy should and should not cover, at which point Monica produced an NHS H&S Policy statement that could perhaps answer this query. It was noted that the policy statement was very short, only one page in fact, and supplemented by an "Organisation and Arrangements" section. After some discussion it was agreed that our document should not be split into two such sections. Although the format is not directly applicable there were some useful sections, especially the "Training" section. Gail suggested we use the last two lines of this section for our Training\* statement. It was agreed that all

All

present should study the NHS document in more detail. Lisa will circulate her latest version of the Policy along with preliminary duties lists for H&S personnel. In summary - the Policy was not finalised! It was agreed that at the next meeting a final version of the Policy must be ready for **final** review.

LG

All

\*Monica also produced an NHS document on devising training record systems. It highlighted the facts that such a task is not trivial and there are many issues to consider. This document should be referred to when our own system is being set up.

Due to the time taken on this item no attempt was made to draft a Training Record or Inspection Checklist. These tasks are deferred until the Policy is finalised.

### 3. Handling of Human Blood in LSTU - Update

Monica copied the Safety Office guidance to Keith Christie and Grant Leslie who are responsible for the dental and medical students, respectively, participating in the LSTU practical classes that involve the handling of human blood. Both individuals were unaware of the Safety Office guidance and thanked Monica for bringing it to their attention. They agreed to raise the issue at their Phase 1 group meeting. Monica will inform the Committee of any feedback from this meeting. All LSTU senior technicians have now been furnished with a copy of the Safety Office guidance.

MW

Both screened and unscreened blood is handled, with the unscreened blood being donated by laboratory staff. Monica does not know who takes the blood samples and there does not appear to be any donor consent, ethical approval or central register of donations. Monica is also concerned over the adequacy of the hand-washing facilities in some LSTU labs. It was agreed that an informal inspection was necessary to establish the facts. Date and time TBA.

All

The above discussion raised queries over the handling and disposal of human blood within the Mortuary. Irene to ask Ian Leith about current practices in this area.

IB

### 4. AOCB

- RPS for LSTU

Monica carries out all the functions of an RPS within the LSTU labs but is not designated as such, or even as a deputy. Lisa pointed out that she had previously suggested to Pete Taylor and David Hewick that Monica be RPS for LSTU and Marilyn Hardie act as deputy. However, this was not deemed necessary since each building in which LSTU operates already has an RPS. All agreed that if Monica is carrying out the functions of an RPS she should be designated as such. Marilyn Hardie is best placed to act as deputy. Lisa to raise with Pete Taylor.

LG

- Fire Warden/Marshall Training  
Larry Fortune has scheduled Fire Warden/Marshall training for March. He has also recommended weekly fire alarm sounder testing in BSI and OMS and issued a book for recording test results. Seemingly this is not necessary in MSI/WTB. Irene to clarify with Larry. **IB**
- Use of Pressure Cookers  
The use of pressure cookers in the SLS labs is an on-going concern. It was decided that a risk assessment must be carried out and an SOP drafted. Irene and Lisa to do RA and draft SOP. **LG/IB**
- Use of Sonicators  
There was a recent incident in WTB where a member of staff (who wears a hearing aid) suffered severe discomfort after being exposed to sonicator noise in the Mez Floor cold-room. This highlights the need for warning signs and additional pairs of ear-defenders (currently there is only one pair). Irene has issued an Email asking for the location of all sonicators, with a view to producing an SOP that will apply School wide. Lisa suggested that both the use of sonicators and pressure cookers be put through the new risk assessment system as a test of the general applicability of the system. **IB/LG**
- First Aiders in BSI  
Concern was raised over the shortage of First Aiders in BSI. Gail will ask Ewan Starke if he would be willing to attend First Aid training. **GA**

## 5. Next Meeting

Will be held five weeks hence, on Friday 29<sup>th</sup> March at 2pm in Meeting Room 111, WTB. Proposed agenda:

- Minutes of previous Meeting
- Finalise Policy document
- AOCB