

LS H&S Working Group Meeting Minutes

Held on Friday 25th April 2003 at 2pm in Meeting Rm 111, WTB

Present

Irene Blair
Gail Alexander
Lisa Grayson
Monica Wilson
Aileen Watson

	Action
1. Matters Arising from Minutes of Previous Meetings	
<ul style="list-style-type: none"> • 8th Feb 2002 <ul style="list-style-type: none"> ○ Item 4 (Induction training checklist) - See item 2 of today's agenda. ○ Item 5 - Irene accessed H&S personnel database. Group to check and update on a monthly basis, from now on. Lisa still to check out data protection issues. Lisa to Email read only password to Lab Managers. 	<p>All LG LG</p>
<ul style="list-style-type: none"> • 22nd Feb 2002 <ul style="list-style-type: none"> ○ Completion of documentation relating to handling and sampling human blood is deferred for 6 months, due to item 2 of today's agenda. ○ Lisa still to arrange for Monica's letter of appointment <u>once</u> Shona has agreed to take on RPS role for WTB1. Lisa to see Shona ASAP. Lisa to check with Nick Helps/David Hewick as to whether Bob MacKintosh should be included in this round of appointments. 	<p>LG LG</p>
<ul style="list-style-type: none"> • 29th March 2002 <ul style="list-style-type: none"> ○ AOCB <ul style="list-style-type: none"> ➢ Point 2 (SS risk assessment system)- See item 2 of today's agenda. 	
<ul style="list-style-type: none"> • 26th April 2002 <ul style="list-style-type: none"> ○ Procedures for Visitors Update (Item 4) <ul style="list-style-type: none"> ➢ See item 2 of today's agenda. ○ Fire Warden's Checklist (Item 5) <ul style="list-style-type: none"> ➢ BSI and OMS Fire Marshal checklists updated. Fire Warden/Marshal training in progress. Evac-chair refresher training to be run on monthly basis. ○ SLS H&S Procedures Document (Item 7) <ul style="list-style-type: none"> ➢ Procedures document "brain storming" session - cancelled. ○ Permit to Work Scheme (Item 8) 	

- All Group members agreed that SS and E&B should take the initiative in devising a PTW scheme. Irene to raise with Ian Scragg. IB
- **20th August 2002**
 - General Risk Assessment System (Item 4)
 - Training of GHSAs- see item 2 of today's agenda.
- **25th October 2002**
 - Agenda for First H&S Management Committee Meeting (Item 2)
 - Meeting was held on Tuesday 22nd April 2003.
- **29th November 2002**
 - Report on Mortuary Visit
 - Monica & Marilyn Hardie will help Netta Gallazzi tackle the risk assessment deficit, during the students' summer break. Irene to re-run risk assessment training seminar for LSTU technicians (Aileen & Gail expressed interest in attending). Terry Sweeney/E&B are carrying out other corrective action. Lisa & Irene to consider how to demarcate clean & dirty areas. MW/MM
 - Report on Police Inspection
 - Lisa still to Email PIs for an update on Schedule 5 agent holdings. IB
 - AOCB
 - Lisa asked David Hewick for clarification on the RPS for MRC/DSTT issue, in an Email dated 9/4/03. No official confirmation has been forthcoming. Lisa does not know if an RPS or Deputy RPS has been formally appointed. Lisa informed Kirsten Paterson (by Email, dated 9/4/03) that she intends to let David Hewick [as RPA] monitor the situation in MRC/DSTT. TS/E&B
 - Lisa still to prepare and forward, to Ian Leith, formal update on the actions taken in light of the GM Inspection report. LG/IB
- AOCB
 - Lisa still to prepare and forward, to Ian Leith, formal update on the actions taken in light of the GM Inspection report. LG
- **31st January 2003**
 - 2. HSE Inspection in BSI**
 - iii. Report received. Issues are general. Brought to attention of H&SMC on 22/4/03. Ian Scragg has formulated response for submission to HSE by 5/5/03.
 - 3. New Starts Induction Seminar Jan 2003**
 - i. See item 2 of today's agenda.
 - ii. Irene is investigating ways to ensure all new starts are included - does not appear to be easy. Cheryl Tickle raised concerns about this at H&SMC meeting on 22/4. Irene to confirm with Janette that arrangements are adequate. As an additional measure, relevant core technical staff are to be issued with a list of invitees and asked to notify Irene of any omissions. IB
 - iii. Irene amended presentation to include waste disposal and safe use of equipment. Lisa still to factor in some basic information on laboratory hazards for IT, Stores, Admin/Clerical, Wash-Up, Above-floor cleaners etc. The Group decided a summary sheet showing the hazard symbols and their definitions would be useful. Lisa to draft. LG

iv. Second Induction Seminar of 2003 was held on 3/4/03. Only got 30% attendance. See item 2 of today's agenda for remedy.

4. AOCB

ii. Legionella issue - Irene to compile list of all showers/eyewashes in SLS and submit to Frank Bruce.

IB

• 28th February 2003

2. Review of New Starts H&S Induction Pack

iii. Policy doc amended to include IT/Admin/Clerical. Changes approved.

iv. Alan Fairlamb's proposals to alter H&S Management Structure - see item 2 of today's agenda.

v. Laboratory staff checklist completed.

vii. Decided to seek SS approval of SLS training certificates on a case-by-case basis.

ix. Lisa still to copy Portfolio to Monica & Sandy.

LG

x. Portfolio has been issued to Lab Managers - see item 3 of today's agenda.

xi. Ian will pay for folders, dividers etc.

3. Hot Work Permits

i. Irene has instructed Lab Managers in how to operate the hot work permit scheme.

ii. Irene to raise all E&B related problems at Terry Sweeney's regular meetings.

IB

5. AOCB

ii. Irene is continuing to investigate the sharp-safe autoclaving problem. The manufacturer has stated that sharp-safes must remain fully open during autoclaving to ensure full steam penetration. This would necessitate a mechanism for safe transport to the autoclave facility and re-training of staff. Irene to investigate different types of sharp-safe.

IB

iii. As for item 3ii.

2. Targets Arising from SLS H&S Management Committee Meeting

i. Targets were identified and approximate timescales agreed on. Lisa to formalise and issue to Group members ASAP.

LG

3. Feedback from MSI/WTB Lab Managers on H&S Portfolio

i. Lisa was disappointed at the lack of feedback - no detailed, constructive criticism was forthcoming.

ii. The major concern was how much work the implementation of the basic training checklists would cause for the lab managers.

iii. Lisa assured the Lab Managers that they would be given adequate training and, once fully au fait with the basic training program, it would not appear such a daunting prospect. Training of the Lab Managers is a target identified in item 2.

iv. Aileen asked if the Portfolio would be implemented in MRC/DSTT. Lisa to discuss this with Nick Helps and Ian Leith.

LG

4. LARA System

- i. Lisa explained the basic concepts of the Laboratory Activity Risk Assessment (LARA) System.
- ii. Lisa to demo system at next meeting.

LG

5. Possibility of Visitor "Signing-In" Books in all SLS Buildings

- i. The Group decided Visitor Signing-In books, and Visitor badges, served a useful purpose but only in buildings with a manned, central reception, i.e. MSI/WTB.
- ii. Group to consider Visitor badge system options and make recommendation to Ian Leith.
- iii. Lisa to factor these issues into Visitors document.
- iv. Group agreed that staff should be required to wear their staff cards and students to at least carry their matriculation cards, at all times.
- v. Lisa/Irene to discuss with Ian Leith and factor into Security document.

All

LG

LG/IB

6. Monthly Review of Incident Accident Reports

7. AOCB

- i. It was noted that Shona McLean has completed fieldwork risk assessments for LSTU undergraduate bus trips.
- ii. During discussion with Kiran Oza regarding the LARA System, Kiran pointed out that the current server used for H&S databases will not reliably support the LARA system - a new server is required. Lisa to raise at next H&SMC meeting.
- iii. Monica raised the issue of undergraduate students remaining in the common room in OMS after 5pm. Once the link area is open they will also have access to Carnelley. The Group decided an unambiguous policy on undergraduates in SLS buildings outwith normal working hours/lone working is required, and this should be raised at the next H&SMC. Lisa to factor into the Lone Working document.
- iv. Aileen raised concerns over the passenger lift on the north side of WTB. There is no emergency phone and nobody responds to the alarm. Lisa/Irene to discuss with Ian Leith.
- v. Gail stressed the need for someone to be formally trained in the packaging of toxic chemicals for despatch by courier. This is essential if we wish to ship toxic substances to Europe. Safety Services are not keen for Martin Roll to take this on; therefore SLS will have to select an internal candidate. Lisa and Irene to identify suitable candidates.

LG

LG

LG/IB

LG/IB