

SLS H&S Steering Committee

Held on Friday 25th January at 2pm in WTB Meeting Room 111

Present

Irene Blair

Gail Alexander

Monica Wilson

Lisa Grayson

Action

1. Name, Remit & Meeting Frequency of "The Group"

Suggested names for the group included SLS H&S Working Group and SLS H&S Liaison Group. No decision was made and further suggestions are welcome at the next meeting.

The remit of the group is

- To develop, review and update H&S policies and systems to meet the requirements of the School.
- To facilitate the implementation of these policies and systems.
- To monitor the efficacy of these policies and systems.

The group will report to the SLS H&S Management Group.

The group will meet on the last Friday of every month at approximately 2pm. Lisa will make the necessary room bookings. Lisa will take the minutes. Irene will chair the meetings.

LG
IB

It was agreed that each building should submit a copy of their H&S meeting minutes to the group. Lisa will obtain a copy of the Carnelley minutes from Ian Leith. Gail, Monica and Lisa will supply BSI, OMS/OTI and MSI/WTB minutes respectively.

LG/GA/MW

2. SLS H&S Policy Document

It was acknowledged that the SLS H&S Policy must generalise to the degree where it is applicable to the whole School.

The SLS H&S Policy was reviewed, section-by-section, and the necessary amendments noted. Gail will produce an updated version in time for the next meeting. The **principal** matters arising are listed below.

GA

- It is essential to supply **all** new staff with copies of the Policy (re section 1, paragraph 3). The obvious means to this end is to ensure a copy of the Policy is issued as part of the standard induction pack. Lisa will see Janette to check on this. It was agreed that 4th year project students did not require a copy. LG
- The need to run an H&S Induction Seminar, once per term, on a School wide basis was recognised. The group will review the current H&S Induction Seminar material, used in MSI/WTB, and edit as necessary to produce a presentation applicable to all buildings. All
- Lisa to ask Janette (or Ian Leith) for a list of members of the School Executive Group and confirm title (re appendix 1). LG
- Section 2 must make reference to Radiation Protection Supervisors. They should be listed, by area, in an appendix. Lisa to supply Gail with a list of SLS RPSs. LG
- Reference to this group should be made within the Policy document.
- Brief section on the MRC-University H&S agreement should be included. Irene will check agreement document for a suitable statement to copy into the Policy document. IB

3. SLS General Guidance on H&S

As with the Policy, it was acknowledged that this document must generalise to the degree where it is applicable to the whole school and each building must produce local rules that deal with building specific H&S issues.

The SLS General Guidance on H&S was reviewed, section-by-section, and the necessary amendments noted. Gail will produce an updated version in time for the next meeting. The **principal** amendments are listed below.

GA

- The section on General House Keeping should be split into General Safety and Good Laboratory Practice. Lisa to supply Gail with info on GLP. LG
- The section on Accident/Incident Reporting must reflect the imminent changes in the SO accident report form and include near-miss reporting.
- Sandy Chudek's out-of-hours contact telephone number is required.
- The definitions in the Carcinogens section are out-dated. Lisa to supply Gail with the current CHIP definitions. LG
- The section on Carrying of Winchesters will fall under GLP, therefore omit.
- Lisa to rewrite the section on COSHH to cover all aspects of risk assessment as per the new system (currently under development - to be discussed at the next meeting). LG
- The section on Gas Cylinders should include reference to correct type and pressure rating of regulators.
- The section on Children in the Buildings should allow children under 14

access to the labs if they are attending an organised practical demonstration or on a formal visit.

- The section on Fire Procedures must make reference to Fire Wardens and Marshals. MSI/WTB and BSI have an autodial facility but there were doubts over OMS, OTI and Carnelley. Monica and Irene to get clarification.
- Lisa to revise section on General Biological/GM Safety.
- A statement deterring any tampering with electrical fittings/fixtures is to be added to the electrical safety section. Too much detail is given on PAT testing arrangements - delete excess.
- The section on Personal Protection should be entitled Personal Protective Equipment. Most of the detail will be covered under GLP - therefore delete. Add statement on employer's obligation to supply PPE.
- Lisa to revise Radioactive Substances section.
- Lisa and Irene to revise Waste Disposal section.

**IB/MW
LG**

**LG
IB/LG**

4. AOCB

- Lisa to ask Ian Scragg for his Building Safety Officer letter of appointment, to compare duties list with that drafted at the MSI/WTB H&S meeting on 7th Dec 2001. Also check on the requirement for a letter from the Head of School requesting Building Safety Officer appointment.
- Lisa's database of H&S Personnel must be updated and made available on the server. To facilitate this Irene, Gail and Monica to supply Lisa with details of Fire Wardens and First Aiders. Lisa to see Kiran about housing database on biosafety server. In the mean time Lisa will give Gail a hard copy of all reports from the database.
- Monica raised concerns over lone-working of 4th year project students in the teaching labs. Irene to discuss concerns with Ian.
- Monica raised concerns over the handling of human blood in the OTI labs (e.g. students not wearing lab-coats). Lisa to supply SO COP covering the handling of human blood & tissues for comparison with current working practices.
- Lisa to source microwave oven tester.
- Monica asked who should pay for the photocopying of H&S policies. Irene advised that where payment is an issue, photocopying of any H&S policies can be charged to the central Safety Budget.

LG

IB/GA/MW

LG

IB

LG

LG

5. Next Meeting

Will be held two weeks hence, on Friday 8th February at 2pm. Lisa to book a room and Email details to all. Revised Policy and H&S Guidance will be reviewed.