

# SLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 25<sup>th</sup> May 2005 at 2pm in WTB Meeting Room 111

**Present**

Lisa Grayson (LG)  
Irene Blair (IB)  
Monica Lacey (ML)  
Gail Alexander (GA)

**Apologies**

Aileen Watson (AW)

Items **not** requiring action are in grey text.  
Priorities are in **red text**.

**1. Previous Minutes**

- Accepted as a true and accurate account.

**Matters Arising:**

- **31<sup>st</sup> October 2003**

- 8. **AOCB**

- viii. **Mortuary H&S material still to be forwarded to Sue Black for her comments. Revised dissection RA has been finalised. LG just to draft covering memo explaining infection risk debate and highlighting the requirement for all Unit work activities to be risk assessed.**

**LG**

- **24<sup>th</sup> August 2004**

- 6. **AOCB**

- x. IB to give RA and SOP to EM and NMR staff accessing 1<sup>st</sup> floor roof and ask them to sign RA.
    - xi. IB still to draft an SOP for suspected release of harmful gas/vapour in Wash-Up area to ensure such an occurrence is always responded to appropriately. 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.

**IB**

**IB**

**IB/LG**

- **1<sup>st</sup> October 2004**

- 5. **AOCB**

See item 8 of today's agenda for O2 depletion monitor latest.

- **5<sup>th</sup> November 2004**

- 2. **Gas Cylinder/Regulator Action Plan**

- ii. ML still to update Carnelley building fire plans minus items that will be removed when chemists move to CIR.

**ML**

See item 8 of today's agenda for inspection progress.

- **28<sup>th</sup> January 2005**

- 10. **AOCB**

- ii. IB still to arrange a manual handling course. Will hold one after the trainers' refresher course in June.

**IB**

- **25<sup>th</sup> February 2005**

- 6. **Monthly Review of Accident/Incident Reports**

- ii. See item 6 of today's agenda for comments on UV RA and SOP.

- AOCB**

- vi. LG still to investigate the implications of Personal Emergency Evacuation Plans (PEEPs) in SLS. ML expects there to be one or more wheelchair bound students in LSTU next year.

**LG**

- **25<sup>th</sup> March 2005**

- 2. **Update on H&S Management Committee Tasks**

- iii. Risk Assessment System Tasks:
      - a. LG still to see Ian Scragg about MO and B&T assessments.

**LG**

<ul style="list-style-type: none"> <li>e. The 58 old format CHAs are still to be revised. Risk assessments will determine the priority in terms of which CHAs are revised and approved.</li> </ul>	
<ul style="list-style-type: none"> <li>iv. H&amp;S Training Tasks: <ul style="list-style-type: none"> <li>a. LG got confirmation on Official DSE User issue from Kirsten Paterson. LG to go through user definition forms and compile list of Official Users. Official Users to be notified of their entitlement to free eye-tests etc.</li> <li>g. LG still to investigate Radman course options and discuss with IRL. AW asked for Allison Bridges to be added to the list of prospective attendees. GA said that the requests for training arising from the staff reviews included several requests for RPS training. GA has given LG details.</li> <li>i. LG to pursue re-starting the in-house RPS training program with Martin Rollo.</li> <li>j. See item 8 of today's agenda for LN2 training progress.</li> </ul> </li> </ul>	<p>LG</p> <p>LG</p> <p>LG</p>
<p><b>4. Monthly Review of Accident/Incident Reports</b></p> <ul style="list-style-type: none"> <li>iv. LG to amend Accident/Incident Reporting policy to include info on investigation forms.</li> </ul>	<p>LG</p>
<p><b>5. AOCB</b></p> <ul style="list-style-type: none"> <li>i. IB contacted Heather Adams to arrange for a hypoallergenic soap dispenser to be installed in the Carnelley toilets. Still not in place. IB to chase up.</li> </ul>	<p>IB</p>
<ul style="list-style-type: none"> <li>• <b>28<sup>th</sup> April 2005</b> <ul style="list-style-type: none"> <li>2. <b>New H&amp;S Management Committee Tasks</b> See item 7 of today's agenda.</li> <li>3. <b>Changes to Lone &amp; Out-of-Hours Working Documents</b> See item 4 of today's agenda.</li> <li>4. <b>Execution of BTC Implementation Plan</b> All trainers have been issued with a reminder of their obligations and the updated "Guidance for Trainers" document. <b>LG and IB to do first compliance check at end of June.</b></li> <li>5. <b>Outstanding Inspection Tasks</b> See item 8 of today's agenda.</li> <li>6. <b>Feedback on Safety Services' Stress Risk Assessment Training</b> See item 5 of today's agenda.</li> <li>7. <b>Next Month's Big H&amp;S Issue</b> See item 10 of today's agenda.</li> <li>8. <b>AOCB</b> <ul style="list-style-type: none"> <li>i. IB has arranged a "Dangerous Goods" refresher course for the end of June. Lynda Connelly, Jess Searle, Damian Leddy and James Metcalf to attend.</li> <li>iii. See item 8 of today's agenda for O2 monitor latest.</li> <li>iv. See item 6 of today's agenda for comments on RAs and SOPs issued on 28/4/05.</li> <li>v. COSHH publications have been ordered.</li> </ul> </li> </ul> </li> </ul>	<p>IB/LG</p>
<p><b>2. PAT in LSTU</b></p> <p>IB/LG to meet with Bill Reynolds, Ian Scragg and Ian Leith on 31/5/05 to discuss this issue. IB/LG to meet prior to this to set the agenda. Will report back at next H&amp;SWG meeting.</p>	<p>IB/LG</p>
<p><b>3. Risk Assessment Training Progress</b></p> <ul style="list-style-type: none"> <li>i. LG informed Group that the LSTU technicians have completed 48 risk assessments since the training session on 27/4/05. 38 of these were done over the last week and a half. At this rate, all practical class risk assessment should be completed by the end of August 2005.</li> <li>ii. <b>LG pointed out that the bottle-neck will be the commenting/finalising/approving stage and asked if the other Group members could help out with this process. ML and IB offered their assistance. LG suggested that ML tackles RAs 59 to 63 and IB, 64 to 68. LG will complete assessments 43 to 59 then continue from number 69 onwards. ML and IB agreed. Progress will be reviewed at next H&amp;SWG meeting.</b></li> <li>iii. <b>GA to check the first three assessments completed by the technicians based in BSI - numbers 47, 51 &amp; 52 – and forward comments onto LG. If OK, LG to enter approval details in database.</b></li> <li>iv. ML to check with the module leader responsible for the "Control of Microbial Growth practical (BI22012)" on the reasons for using the HG2 pathogen staphylococcus aureus, rather than a non-pathogenic alternative.</li> <li>v. LG suggested that risk assessment training for other core staff may have to be put on hold until the LSTU exercise is completed, i.e. end of August. Group agreed.</li> </ul>	<p>IB/ML/LG</p> <p>GA/LG</p> <p>ML</p>

vi. LG suggested that Stores staff could begin manual handling risk assessments for their area, since they have already attended Safety Services' Manual Handling RA training course. Group agreed. IB to contact Mike Hannan.	IB
<b>4. Amended Lone &amp; Out-of-Hours Working Documentation</b>	IB/ML/GA
i. LG issued copies of the revised documentation and asked the Group members to review and comment ASAP.	LG
ii. Once finalised, LG to discuss with IRL and check that material does not have to be resubmitted to the H&SMC prior to policy being implemented.	LG
iii. Once the above is resolved, LG to post material on web and inform all personnel.	LG
<b>5. Feedback on Safety Services' Stress Risk Assessment Training (GA)</b>	ML/LG All
i. GA gave a summary of the seminar content.	ML/LG All
ii. The recommendation appears to be that assessments are carried out for staff groups rather than for each individual. All Group members were concerned that this will prove to be a paper exercise, rather than a truly useful mechanism for controlling work related stress.	ML/LG All
iii. LG and ML to attend the course on the 8 <sup>th</sup> of June.	ML/LG All
iv. Group to reassess at the next meeting.	ML/LG All
<b>6. Approval of Risk Assessments and SOPs issued at previous meeting</b>	LG
i. Only GA submitted comments on the UV, Agarose Gel Electrophoresis and general Electrophoresis RAs and SOPs.	LG
ii. ML and IB had no objection to assessments and SOPs being approved.	LG
iii. LG to amend database accordingly and notify the Lab Managers.	LG
<b>7. Progress on H&amp;S Management Committee Tasks</b>	Due to lack of time, this item was deferred until the next meeting.
<b>8. Progress on Outstanding Inspection Tasks</b>	LG
i. LN2 Inspection Tasks:	LG
a. LG has consulted the O2 monitor manufacturer on the issues that came to light on 7/3/05. Quantum has offered to service and recalibrate all monitors on-site, rather than us sending the units to them, when they next have an engineer working in this area. LG to get quote and discuss with IRL.	LG
b. LG still to get Safety Services opinion on the BOC letter regarding the installation of a CO2 monitor in the external CO2 store and to get clarification from BOC. LG then to advise Terry Sweeney on requirement for monitors in CIR external stores.	LG
c. IB and LG have started compiling footage for LN2 training video. Training material to be completed and training to be delivered as a matter of priority.	LG/IB
d. LG to continue work on other outstanding tasks.	LG
ii. Gas Cylinder/Regulator Inspection:	IB/LG
a. IB & LG to complete the Gas Cylinder/Regulator inspection and issue checklists & serial number/test date stickers before the end of June. IB to arrange with LG.	LG
b. LG still to see IRL about Linda Connelly making an effort to maintain the Gas Cylinder inventory.	LG
c. ML suggested getting the database to indicate when a regulator should be decommissioned. LG to investigate	LG
<b>9. Monthly Review of Accident/Incident Reports</b>	LG
i. An experienced member of research staff discovered a chemical spill on the morning of Saturday 21/5 and had to call their Lab manager for advice on how to deal with it. The spill was not extensive or particularly hazardous. The Group felt that this indicates a lack of knowledge, even amongst experienced staff, on how to deal with chemical spills. LG suggested posting up the Chemical Spill SOP in the labs. LG to get comments at the next Lab Managers meeting.	LG
<b>10. Next Month's Big H&amp;S Issue</b>	LG
i. Continue with lone and out-of-hours working until material is on web and policy comes into effect.	LG
<b>11. AOCB</b>	i. LG issued the latest version of the New H&S Roles and Responsibilities document and the

revised H&S Committees information to ML. ML to confirm her acceptance of any changes relevant to her.

- ii. Group discussed the issue of labcoats being worn outwith SLS buildings and confirmed that this is **not** acceptable. ML to issue a reminder to her staff.
- iii. LG proposed that H&S Personnel information is migrated to the H&S web site and that the current FMPro database is scrapped. Group members thought this was a good idea. LG to proceed once permission to use photographs is obtained from the relevant people. IB to provide LG with an updated list of Fire Wardens/Marshals and First Aiders.

**ML**

**ML**

**LG**  
**IB**