

LS H&S Working Group Meeting Minutes

Held on Friday 25th October 2002 at 2pm in Meeting Rm 111, WTB

Present

Irene Blair
Gail Alexander
Monica Wilson
Lisa Grayson

Apologies

Aileen Watson

1. Matters Arising from Minutes of Previous Meetings

- 25th Jan 2002
 - AOCB, point 3 - The issue of lone-working Hons project students must be discussed by the H&S Management Committee (see item 2 of today's agenda). If students require access to LS premises outwith normal working hours the Lone Working policy must be enforced to ensure their safety. Activities must be risk assessed on a case-by-case basis to determine their suitability for lone working. Will project supervisors give their support?
- 8th Feb 2002
 - Item 2, point 6 - Basic training checklist still to be drafted. Only Gail has Emailed suggestions to Lisa so far. Lisa to ask Ian Scragg if Safety Services (SS) plan to issue a basic training checklist.
 - Item 4 - Inspection checklist still to be drafted. Lisa to ask Ian Scragg if SS plan to issue inspection checklists.
 - Item 5 - Lisa issued H&S Personnel database access instructions and went through current lists of H&S personnel. Lisa to make amendments as necessary and ask Sandy to check entries for Carnelley. Group members were asked to access database with the read only password and familiarise themselves with the system. Lisa to give SS access and check out data protection issues.

Action

LG

LG

LG

All

LG

- Item 6 - Revision of New Starts Induction material still in progress (GLP, fieldwork & MSC slides still to be added). Monica still to Email her comments to Lisa. LG
MW
- 22nd Feb 2002
 - Ian Scragg has been asked to arrange an inspection/audit of the Mortuary area to ensure high H&S standards are being maintained.
 - Update of documentation relating to handling and sampling human blood is in progress. Lisa will produce local rules that cover all aspects including ethical approval, donor consent, etc. LG
 - Lisa to arrange meeting with Pete Taylor and Monica to discuss issue of RPS for LSTU. LG
- 29th March 2002
 - Fire Procedures and Drills (Item 3)
 - Irene has issued an Emergency Rucksack to a Fire Marshall in each building.
 - Refuge areas are as follow:
 - ❖ MSI to use BSI;
 - ❖ BSI to use MSI;
 - ❖ WTB to use Sports Centre;
 - ❖ OMS/OTI/Carnelley to use Tower.
 - AOCB
 - Point 2 - General risk assessment system has been devised by SS and is being covered in their DSO training sessions. Group members to review SS system and comment at next meeting. All
 - Point 3 - Lisa issued COSHH database passwords to Monica.
 - Point 4 - Lisa forwarded Ian Scragg's Email relating to the Sports Bio-Med facility, which summarises main points re containment and human blood. Ensuring staff in OMS/OTI adhere to CL2 procedures is an issue for the H&S Management Committee (see today's agenda, item 2).
- 26th April 2002
 - Policy Document Update (Item 3)
 - Monica still to ask Ian Leith about Wolfram's spin-off company operating in OMS. MW
 - Lisa still to reword section 3.1.10 to clarify Building H&S Co-ordinator's and LSTU H&S co-ordinator's responsibilities in teaching labs. Must also change all occurrences of "School of Life Sciences" to "Faculty of Life Sciences" and change Pete Downes' title to Dean of Faculty and, in Appendix 2, joint Head of Division of Cell Signalling. LG
 - Procedures for Visitors Update (Item 4)
 - Group is happy with Visitors policy. Gail pointed out one or two mistakes - Lisa to rectify. Lisa to get information sheets printed for all buildings. H&S Management Committee to ratify policy LG

- (see today's agenda, item 2).
- Fire Warden's Checklist (Item 5)
 - Monica still to copy the Tower Building's procedure for Fire Marshals to all group members. MW
 - SLS H&S Procedures Document (Item 7)
 - Procedures document "brain storming" session still to be arranged. All
 - Permit to Work Scheme (Item 8)
 - Lisa and Irene to come up with proposals for permit to work scheme then meet with George Morrison. LG/IB
 - AOCB
 - Human Blood Donations
 - Ethical approval issues have almost been resolved. Lisa waiting on final word from Tayside Ethics Committee chairman. Procedure will then be fully documented. LG
 - 20th August 2002
 - OMS Report (Item 3)
 - Monica and Brian are dealing with all outstanding issues. Monica to give update at next meeting. MW
 - General Risk Assessment System (Item 4)
 - As previously stated, Group members to review SS system. All
 - AOCB
 - SS are training Building H&S Officers and Co-ordinators at their DSO training sessions. Unfortunately, Gail and Brian Eddy did not attend session one. Gail to obtain copies of documentation for herself and Brian. Lisa to ask Ian Scragg if General H&S Advisers are to be trained by SS. If not, it will be done internally and Lisa to ask for a copy of the DSO training power-point file as a basis for the internal training program. LG
 - Splitting of MSI/WTB fire alarm system has been sidelined at the moment due to impending Fire Brigade strike.

2. Agenda for First H&S Management Committee Meeting

- The Policy document must be ratified and the responsibilities of each staff group clearly understood and accepted by all Committee members.
- The importance of training and risk assessment, and the requirement to record these activities, must be made clear.
- H&S induction training* must be made mandatory for all new starts.
*e.g. LS H&S Induction Seminar and SS Radioisotope New Users Course (if appropriate).
- The following LS policy arrangements should also be ratified:
 - Lone Working;
 - Visitors;
 - Use of Human Blood & Tissues in Research Projects.

- Outcomes and implications of recent HSE and SEPA inspections must be made clear.
- H&S progress report should be given:
 - What has been accomplished;
 - What's in progress;
 - What remains to be addressed.
- The Group agreed that the meeting must be positive, highlighting the achievements and not just the failures, and conducted so as to minimise the possibility of it being perceived as a waste time.
- Lisa to discuss these proposals with Ian Leith.

LG

3. AOCB

- Fire Brigade Strike
 - Monica pointed out that some Master Classes coincide with proposed dates for the Fire Brigade's strike. This must be taken into consideration when contingency plans are finalised. Irene to raise at meeting with Pete Downes on Monday 28th.
 - Pete Downes must decide as to whether lone working is allowed on strike dates. It was agreed that any activities that may increase the risk of fire must be prohibited (i.e. use of heating blocks, Bunsen burners, flammable solvents, etc) but, in general, it would be desirable to have staff on the premises to provide additional "fire watch" cover. Irene to raise at meeting with Pete Downes on Monday 28th.
 - Irene to send colour code schema for fire hazard plans to Gail.
 - Monica said she was having trouble getting plans for OMS in order to mark up major fire hazards. This is also the case for MSI. It was agreed that we must go with whatever is available in preference to nothing at all.
- Commercial Company operating in BSI
 - Gail mentioned that Jim Thomson has a commercial company using lab space in BSI. Gail to check on H&S agreement.

IB

IB

IB

GA