

CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 25th April 2007 at 2pm in Meeting Room 112

Present

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

Apologies

	Action
1. Previous Minutes	
<ul style="list-style-type: none"> • Accepted as a true and accurate account. 	
Matters Arising:	
<ul style="list-style-type: none"> • 24th August 2004 	
<ul style="list-style-type: none"> 6. AOCB 	
<ul style="list-style-type: none"> xi. IB has completed SOPs and RAs for Media and Wash-Up areas including the procedure for spillage of TC/micro-org waste. 	
<ul style="list-style-type: none"> • 25th February 2005 	
<ul style="list-style-type: none"> AOCB 	
<ul style="list-style-type: none"> vi. IB still to arrange Evac Chair refresher training. 	IB
<ul style="list-style-type: none"> • 25th May 2005 	
<ul style="list-style-type: none"> 11. AOCB 	
<ul style="list-style-type: none"> iii. IB still to provide LG with an updated list of Fire Wardens/Marshals. 	IB
<ul style="list-style-type: none"> • 30th June 2005 	
<ul style="list-style-type: none"> 11. AOCB 	
<ul style="list-style-type: none"> i. LG to see Linda Connelly about getting Dangerous Goods information on the H&S web after the refresher course in May. 	LG
<ul style="list-style-type: none"> • 2nd August 2005 	
<ul style="list-style-type: none"> 6. Progress on Outstanding Inspection Tasks 	
<ul style="list-style-type: none"> i. LG still to produce generic LN2 RAs and SOPs that will cover all facilities. 	LG
<ul style="list-style-type: none"> • 29th March 2006 	
<ul style="list-style-type: none"> 4. Checklist for New Pls 	
<ul style="list-style-type: none"> LG to continue working on this. 	LG
<ul style="list-style-type: none"> 8. AOCB 	
<ul style="list-style-type: none"> i. IB and LG still to do labelling of cylinder storage cupboards/pipework. Portable monitors are not suitable for permanent use in the Cold Rooms. N2 gas supply to remain shut off. LG still to establish a program of 6 monthly checks on all monitors in SLS. 	LG/IB LG
<ul style="list-style-type: none"> • 26th April 2006 	
<ul style="list-style-type: none"> 2. Outcomes of Roof Access Meeting 	
<ul style="list-style-type: none"> LG has yet to summarise the outcomes and issue the document to Group members via email for their comments. Waiting on a reply from David Hewick re risk assessment for radioactive releases. 	LG
<ul style="list-style-type: none"> • 30th August 2006 	
<ul style="list-style-type: none"> 2. Additional Anti-terrorism Measures 	
<ul style="list-style-type: none"> i. LG to put procedure on web covering security of common chemicals that could be used by terrorist, as per Safety Services' circular. 	LG
<ul style="list-style-type: none"> • 27th September 2006 	
<ul style="list-style-type: none"> 5. AOCB 	
<ul style="list-style-type: none"> i. IB and LG still to draft a procedure for Fire Marshals/Wardens, circulate it to the wardens and give training, if necessary. 	IB/LG
<ul style="list-style-type: none"> iii. LG to carry out actions agreed at H&SMC meeting before arranging dates for inspections on JBC 1 and M. LG still to write up reports for other areas. 	LG LG
<ul style="list-style-type: none"> • 1st November 2006 	
<ul style="list-style-type: none"> 4. AOCB 	
<ul style="list-style-type: none"> iii. LG still to look into completing BTCs for Central Services personnel recently redeployed to CLS. 	LG

- **8th December 2006**
 - 2. Tasks Arising From H&SMC Meeting**
 - i. LG still to discuss TMRC BTC compliance problem with Steve Moore. LG
 - ii. LG still to draft a list of controlled substances and ask Kiran Oza about a direct link from the Order Book to this list. LG
 - iii. LG emailed Divisional Secretaries on 20/4 asking them to put an H&S item on their next Divisional Meeting agenda asking for comments on the Nov 2006 H&SMC meeting minutes. Secretaries were asked to feed back comments to LG for discussion at the next H&SMC meeting.
 - iv. LG to set up "Stress" web pages. ML to ask Gillian Jones if she would like to attend the next Learning & Teaching board meeting. LG/ML
 - v. LG has emailed H&SMC minutes to all PIs (minus MRC & SCRI PIs). ML has emailed minutes to all Module Leaders.
 - vi. LG has emailed H&SMC minutes to Lab Managers.
 - vii. LG emailed Divisional Secretaries on 20/4 asking them to ask PIs, at their next Divisional Meeting, for agenda items for the H&SMC meeting.
 - viii. LG to raise issue of College Board's decision on a 25m smoke free zone at H&SMC meeting. LG
 - ix. IB to check for commercially available "remove gloves and wash hands" signs. IB
 - x. LG to keep Group updated on development of a GLP training package. LG
 - xi. LG to attempt to make significant progress on generic risk assessments in liaison with Ian Scragg. LG
 - xii. IB to look at making accident/incident summaries less "cryptic" then issue current list to Lab Managers and ML. IB
 - 3. Monthly Review of Accident/Incident Reports**
 - ii. LG has put a sign in place requesting people to refrain from leaning on glass coffee table in WTB atrium.
 - 5. AOCB**
 - iv. LG to produce draft risk assessments for A&FA activities. LG
 - ix. IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis. IB
- **30th January 2007**
 - 5. AOCB**
 - iv. LG produced a poster to inform Storemen & Porters about the procedures for dealing with suspect packages. Group approved. LG to issue to relevant people. LG
- **27th February 2007**
 - 2. Risk Assessment Book for JBC1**
 - lan Gilbert's group approved of the updated version and have asked for 20 copies. LG to supply. See AOCB of 25/4/07 agenda for further info on risk assessment system progress. LG
 - 5. AOCB**
 - i. LG issued copies of the revised BTC and associated notes for BTC trainers. Group members gave their approval. LG to issue to BTC trainers. LG still to inform DSE assessors of updated DSE guidance. LG
LG
- **28th March 2007**
 - 2. Report to University Safety Committee**
 - See 25/4/07 item 2.
 - 3. Safety Services Bid to Adopt CHARM System**
 - LG has informed Ian Leith of Group's opinion on the CHARM System. LG still to inform Ian Scragg. LG
 - 4. Liquid Nitrogen Safety Training**
 - LG still to check on content of Liquid Nitrogen safety course. LG
 - 5. Monthly Review of Accident/Incident Reports**
 - ii. LG still to put account of dry ice/exploding vacuum flask on web. LG
 - iv. Member of Wash-Up staff suffering from eye inflammation/infection is still on holiday. IB to give update at next meeting IB
 - 6. Next Month's Big H&S Issue**
 - See 25/4/07 item 5.
 - 7. AOCB**
 - ii. LG has emailed the PAT Technician. He is currently working on WTB Floor 1 and has arranged to do testing in the WBRU next. LG told him there was no rush to start in the Teaching Labs and asked him to let her know once he finishes in WBRU. He has agreed to do MSI Floor 2 later in the year, once EAB have settled in.
 - iii. LG has emailed Ian Scragg about the web based gas safety training and is waiting for a reply. If places are still available LG will book two for the Teaching Technicians. LG
 - iv. IB has ordered desks and some chairs for the Swedlow Group and is chasing Langstane for a delivery date. IB is also attempting to source a chair with a suitable seat height range. IB to give update at next meeting. IB

2. Report to University Safety Committee

LG has completed the CLS 2007 H&S Report. Report approved by GA, IB and Ian Leith, submitted to Ian Scragg and forwarded on to University Safety Committee members for discussion at the meeting on 30/4/07.

3. Next H&SC and H&SMC Meetings

- i. H&SMC meeting date has been set for 8/6/07. Agenda will focus on the 2007 H&S Report. LG to draft and issue to Group for comment.
- ii. Group agreed that H&SC meeting should be held before the H&SMC meeting. GA suggested week commencing 14/5/07. Group members suggested items for the agenda. LG to organise.
- iii. ML agreed to take the minutes at the H&SC meetings once LG replaces GA as Chair.

LG

LG

4. Monthly Review of Accident/Incident Reports

There were no significant incident/accident reports made in the past month.

5. Next Month's Big H&S Issue

LG issued copies of the Eye Protection web page she currently compiling. Group members suggested some changes. IB filled in missing First Aid details. LG to finalise and bring to the attention of all personnel. LG to get approval of the CLS Eye Protection Policy at the next H&SMC meeting.

LG

LG

6. AOCB

- i. LG reported that TMRC are making progress with their risk assessments. Five have now been completed: 3 by TMRC personnel and 2 by LG. LG to continue monitoring progress.
- ii. LG noted that the risk assessment prepared for the DVI training program does not appear to be getting communicated to the trainees or our own staff. ML to discuss this with Sue Black and ask if a general safety talk is being given before training commences. LG to email copy of risk assessment to ML.
- iii. LG to discuss the possibility of all JBC1 groups using the risk assessment book with Ian Gilbert. LG to arrange to check the books once they have been in use for 2-3 months.
- iv. ML confirmed that she is liaising directly with Gillian Jones to ensure all personnel supervising the Master Classes are Disclosure Checked. LG to forward the Disclosure paperwork she has from the initial round of checks to ML. ML informed the Committee that one of this year's classes will involve a trip to Camperdown Park and that this is being risk assessed as a field trip. ML confirmed that she updates the Royal Society annually on risk assessments and Disclosure Checks.

LG

ML

LG

LG

LG