

SLS H&S Steering Committee Meeting Minutes

Held on Friday 26th April 2002 at 2pm in Meeting Rm 111, WTB

Present

Irene Blair

Gail Alexander

Monica Wilson

Lisa Grayson

	Action
1. Matters Arising from Minutes of Previous Meeting	
• Finalising the H&S Policy Document (Item 1)	
○ Policy with CPD but no feedback so far.	
○ Marilyn Hardie is still absent therefore has not been approached re the OMS/OTI H&S Co-ordinator role. Wait until she has returned to work.	
○ Lisa still to ask Janette about a clerical/admin rep for H&S Management committee.	LG
• Fire Procedures and Drills (Item 3)	
○ Larry Fortune has been involved in making arrangements for OTI. Dot Lawson has been appointed OTI Fire Marshall. Suitable candidates for deputy are being investigated.	
○ Pasting of fire procedures on lecture theatre podiums should be done University wide. Irene to contact Rhona Clark.	IB
○ Emergency rucksack contents list still to be forwarded.	IB
○ Refuge areas still to be formalised and confirmed.	IB
• AOCB	
○ Point 1 - ROSPA Risk Assessment course will be held on 1 st July. Small Lecture theatre has been booked.	
○ Point 2 - Decided to hold off on pursuing feedback on the general risk assessment form until after the aforementioned risk assessment course.	
○ Point 3 - Passwords for COSHH databases have been issued.	

- Point 4 - No feedback from Phase 1 group meeting re handling of human blood in OMS/OTI. MW
- Point 5 - No feedback from Clerk of Works re gas safety in OMS. MW
- Point 6 - Monica to paste "No Entry to Cleaning Staff" sign on OMS liquid N2 dispensing facility door. MW

2. Issues Outstanding from Jan/Feb Minutes

- 25th Jan
 - AOCB point 1 - Ian Scragg said no formal letter of appointment is required for Building H&S Officers at present.
 - AOCB, point 3 - Irene to see Ian re lone working project students in teaching labs. IB
- 8th Feb
 - Item 2, point 5 - Will Whitfield appointed as BSO for BSI.
 - Item 2, point 6 - Basic training checklist still to be drafted. All
 - Item 4 - Inspection checklist still to be drafted. All
 - Item 5 - H&S Personnel database now on server. Passwords and access instructions to be issued. LG
 - Item 6 - New Starts Induction material still to be revised. Should include something on MSCs. Lisa to Email power-point files to all. Irene to add slide on GLP. LG/IB
- 22nd Feb
 - Irene still to ask Ian about handling and disposal of human blood in mortuary. Lisa to update documentation relating to handling and sampling human blood. IB
LG
 - Lisa still to see Pete about Monica assuming the role of RPS for LSTU. LG
 - Lisa and Irene still to do risk assessments for use of sonicators and pressure cookers. Wait until after RoSPA course. IB/LG
 - Ewan has agreed to attend first-aid training with a view to becoming a First-Aider for BSI.

3. Policy Document Update

- Lisa to check if Pete has given the document his approval. LG
- Sandy asked whether the company operating in Carnelley, Amtec, should be mentioned in the policy document. Lisa to ask Ian Scragg if there is, or if there should be, a health & safety agreement between the University and Amtec. LG
- Monica mentioned Wolfram's spin-off company operating in OMS and if it also requires a formal H&S agreement. Monica to ask Ian Leith. MW
- Sandy asked for clarification as to whether the Building H&S co-ordinator or LSTU H&S Co-ordinator takes responsibility for H&S in the teaching labs. It was suggested that building H&S issues (e.g. problems with fixtures, fitting, access, egress, services, etc) are the responsibility of the BHSC and issues relating to LSTU staff training, risk assessments for

<p>LSTU practicals, etc were the responsibility of the LSTU HSC. It was agreed that section 3.1.10 could be reworded to clarify the arrangements. Lisa to redraft in time for the next meeting.</p>	<p>LG</p>
<ul style="list-style-type: none"> • Fire Marshals and Wardens will be listed in the Procedures document, in the "Fire" section, so there is no need to list them in the policy document. 	
<p>4. Procedures for Visitors Update</p>	
<ul style="list-style-type: none"> • Lisa to check if Angie is happy with document. If yes, begin implementing. Lisa to get information sheets printed. 	<p>LG/IB</p>
<p>5. Fire Warden's Checklist</p>	
<ul style="list-style-type: none"> • Monica found Sandy's Fire Warden's checklist took too long to complete and suggested a simple list of rooms, minus the tick boxes, would suffice. 	
<ul style="list-style-type: none"> • Larry Fortune sent Monica the Tower Building's procedure for Fire Marshals. Monica to copy this to all committee members. 	<p>MW</p>
<p>6. OMS "Information Gathering Visit" report</p>	
<ul style="list-style-type: none"> • Irene has dealt with the most pressing issue, i.e. no warning signs or locks on the access doors to the building site area. 	
<ul style="list-style-type: none"> • Lisa to complete the full report and copy to all before the next meeting. 	<p>LG</p>
<ul style="list-style-type: none"> • Monica reported repeated flooding on the 4th floor, due to the building work, which resulted in the carpet being ruined and the floorboards may also be damaged. Carpet to be uplifted and floorboards to be checked by E&B. 	
<ul style="list-style-type: none"> • OMS Darkroom mess 	
<ul style="list-style-type: none"> ○ Brain Weryk was asked about the waste fix and developer. He said it was not due to Mike Rennie's lab - they don't use the darkroom - and must belong to Callum. Monica to ask Callum. 	<p>MW</p>
<ul style="list-style-type: none"> ○ It must be made clear that the Building H&S Officer/Co-ordinator is responsible for advising on how best to dispose of the waste but is not expected to carry out the disposal - that responsibility falls to core technical staff. 	<p>IB</p>
<ul style="list-style-type: none"> ○ Irene to ask Ian Leith to ensure someone disposes of the waste as soon as possible. 	
<ul style="list-style-type: none"> • The committee agreed that a "task force" should be sent to OMS in the near future to sort out the appalling mess in some of the rooms. Irene to see Ian Leith about this. 	<p>IB</p>
<ul style="list-style-type: none"> • Concern was expressed over the welfare of the snails in OMS. Do snails have rights? 	
<p>7. SLS H&S Procedures Document</p>	
<ul style="list-style-type: none"> • The committee will firstly compile an index for the procedures document then work on each module in turn, tackling the most pressing issues first. All members to bring suggestions to the next meeting in an attempt to produce a first draft of the index. 	<p>All</p>
<p>8. Permit to Work Scheme</p>	
<ul style="list-style-type: none"> • The current PTW arrangements do not appear to be effective. • Procedures must be clearly defined for: 	

- roof access,
 - hot work,
 - electrical (or other services) shutdown.
 - Other issues:
 - Ensuring information on job status is relayed to lab manager.
 - Who is responsible for the H&S of E&B staff and contractors on SLS premises?
 - Irene to arrange a meeting with Safety Office, E&B and key SLS staff. IB
- 9. AOCB**
- Human Blood Donations
 - Paul Crocker's chair for blood donations has been removed by Ian. Irene to retrieve. IB
 - Lisa to send Blood Donor Consent forms to Monica. LG
 - Lisa to get official line on donor consent and ethical approval from Safety Office. LG
 - HSE GM Inspection
 - Lisa informed Monica that OMS will not be involved in the inspection.
 - Potential Fire Situation in OMS
 - Monica reported on a potential fire incident in OMS. Pete Watt (no longer University staff) was sorting through his old lab when he noticed a burning smell, which he chose not to report, and simply left the room and shut the door. Other staff eventually noticed the burning smell and the Fire Brigade were asked to investigate. Using heat-seeking equipment, the firemen detected an overheating light fitting in Pete's lab. Left unattended this would have eventually caused a fire. It was agreed that policy must dictate that whenever a fire is suspected the alarm must be activated. Larry Fortune has spoken to Pete Watt about the incident.