## **CLS H&S Working Group Meeting Minutes**

Meeting held on Tuesday 27th February 2007 at 10am in the Garland Café

	Apologies rson (LG) acey (ML) ander (GA)	Priorities are in red text.		
Irene Blair (IB) 1. Previous Minutes				
<ul> <li>Accepted as a true and accurate account.</li> <li>Matters Arising:</li> <li>24<sup>th</sup> August 2004</li> <li>AOCB</li> </ul>				
	to discuss procedure for spillage of TC/m	edia and Wash-Up areas. IB and LG still to meet nicro-org waste.	IB IB/LG	
	staff from the Garland Café and the teach	ing for all fire wardens and include a member of ning technicians.	IB	
11	<ul> <li><sup>th</sup> May 2005</li> <li>AOCB</li> <li>iii. IB still to provide LG with an updated list</li> </ul>	of Fire Wardens/Marshals.	IB	
	<ul> <li><sup>th</sup> June 2005</li> <li>AOCB</li> <li>Dangerous Goods information on the H8 for this; Mike Hannan to be trained up; L0</li> </ul>	S web: Linda Connelly no longer responsible G to wait and consult with Mike.	LG	
	<ul> <li><sup>d</sup> August 2005</li> <li>Progress on Outstanding Inspection Task</li> <li>i. LN2 Inspection Tasks:</li> <li>d. LG to produce generic RAs and SOF</li> </ul>		LG	
	<sup>th</sup> March 2006 Checklist for New Pls LG to continue working on this.		LG	
8.		storage cupboards/pipework. IB/LG to test how old rooms. LG still to establish a program of 6	LG/IB LG	
2.	for their comments. Waiting on a reply from releases.	issue the document to Group members via email David Hewick re risk assessment for radioactive	LG	
8.	AOCB iv. Due to recent change of glass bins, guida	ance will have to be reviewed.	LG	
	<ul> <li><sup>th</sup> August 2006</li> <li>Additional Anti-terrorism Measures</li> <li>i. LG to put procedure on web covering set by terrorist, as per Safety Services' circul</li> </ul>	ecurity of common chemicals that could be used lar.	LG	
• 27 2.	<ul> <li>27<sup>th</sup> September 2006</li> <li>2. Internal H&amp;S Audit based on RoSPA Questionnaire</li> </ul>			
5.	LG still to arrange a meeting to make a start <b>AOCB</b>	on the H&S status report.	LG	
	i. IB and LG still to draft a procedure for Fi	re Marshals/Wardens, circulate it to the wardens	IB/LG	

		iii.	and give training, if necessary. 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	
•	st or a coop				
	4.		LG still to look into completing BTCs for Central Services personnel recently redeployed to CLS.	LG	
•	8 <sup>th</sup>	Dec	ember 2006		
			sks Arising From H&SMC Meeting		
		i.	ML to discuss BTC compliance problem in A&FA with Sue Black and LG to discuss	ML/LG	
		ii.	TMRC problem with Steve Moore. LG to draft a list of controlled substances and ask Kiran Oza about a direct link from the	LG	
		п.	Order Book to this list.	10	
		iii.	LG to ensure Divisional Secretaries are asked to include the following policies under the H&S item of their next Divisional Meeting agenda: Lab Coats, Disposable Gloves, Risk	LG	
			Assessment.		
		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 and ML to email URL for H&SMC meeting minutes to all PIs and Module Leaders	LG/ML	
		••	respectively.		
		vi.	LG to email H&SMC minutes to Lab Managers and ask them to put a hardcopy on their	LG	
		vii	safety notice-boards. ML to put hardcopy on OMS safety notice-board tea room.	LG	
		VII.	LG to contact Divisional Secretaries two months in advance of H&SMC meetings asking them to ask PIs for agenda items at their next Divisional Meeting.	LG	
		viii.	LG to forward suggestions on College Board's decision on a 25m smoke free zone to	LG	
			IRL.		
			IB to check for commercially available "remove gloves and wash hands" signs. LG and IB to liaise with Ian Scragg on development of a GLP training package.	IB LG/IB	
			LG to attempt to make significant progress on generic risk assessments and continue to	LG	
			liaise with Ian Scragg on this subject.		
		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.	IB/LG to check on the controls implemented to prevent another collapse of coffee table in the WTB Foyer.	IB/LG	
		۷.	LG has put an account of the 2.5 litre bottle of ethanol spontaneously shattering in the		
		vi	WTB Loading Bay on the "Lessons to be Learned" web page. LG has put an account of the Honours Student igniting a small volume of ethanol		
		VI.	contained in a glass beaker while flaming a metal spatula on the "Lessons to be Learned" web page.		
		vii.	LG confirmed that microwave RA and SOP make reference to heat protective gloves.		
	5.	AO			
		III.	LG to issue updated version of the Basic Training Checklist and revised guidance to trainers to remind them of their responsibility. See 27/2/07, AOCB, item i.		
		iv.	LG to produce draft risk assessments for A&FA activities.	LG	
		vi.	LG to set up web page for H&S glossary.	LG	
		ix.	IB to collate a list of emergency phones/alarms to be tested on a 3 monthly basis.	IB	
• 30 <sup>th</sup> January 2006					
	3.		nthly Review of Incident/Accident Reports	LG	
		1.	LG to check that microwave SOP warns against putting paper towels in microwave ovens.	10	
	4. Next Month's Big H&S Issue				
	See 27/2/07, item 4.				
	5.	<b>AO</b> i.	CB ML to inform E&B about contractors operating in Carnelley not adhering to any Hot Work	ML	
		1.	Permit system. Group agreed that Safety Services' permit form should be used.		
		ii.	OMS requires 5 spill trolleys. ML to arrange with IB.	ML/IB	
			IB has rectified the fire exit problem in the A&FA teaching lab.		
		IV.	LG to ensure Storemen & Porters are aware of the procedures for dealing with suspect packages.	LG	
			puonugeo.		

2.	<b>Risk Assessment Book for JBC1</b> LG issued copies of the Risk Assessment book for JBC1. Group members to comment on content/layout.	LG/All		
3.	<ul> <li>Monthly Review of Accident/Incident Reports</li> <li>i. ML gave an account of a student fainting during a practical class which involved the use of a Roth Spirometer. The student banged their head and knee and cut their hand when they fell. Faint could have be due to a number of factors but ML has some concerns over the safety of the Roth Spirometer. ML to investigate the use of the spirometer and ensure the risk assessment for this practical is reviewed and updated accordingly.</li> <li>ii. A student sustained bruising when they fell to the floor after attempting to sit on a chair which, unknown to them, had rolled out from beneath them. Students advised to take more care.</li> <li>iii. A student has experience skin irritation when wearing nitrile gloves. Aloe Vera gloves were provided but irritation persisted. Silk glove liners were supplied and student has been referred to Student Health.</li> </ul>	ML		
4.	. Next Month's Big H&S Issue			
_	Chemical contamination of the eyes: IB to confirm procedure; LG to set up web page	IB/LG		
5.	<ul> <li>AOCB</li> <li>i. IB and LG gave an account of the DSE related problems in the Swedlow Group. LG pointed out that systems had been put in place to control DSE related risks but many assessors were failing to carry out their duties, primarily due to lack of time. Ian Leith has been informed. Group agreed that completion of a DSE assessment should be added to the Basic Training Checklist. LG to do this before the revised BTC is issued. Group also agreed that CLS should provide standard furniture, meeting the required specifications and of suitable quality, and PIs should provide non-standard furniture, e.g. height adjustable desks and special chairs. LG to include this recommendation in a report to the H&amp;SMC. LG to send the revised standard DSE chair spec to Letty Gibson for future reference. IB to check if all eye tests are now free. LG to update DSE guidance accordingly and inform DSE assessors.</li> <li>ii. GA announced that she will be retiring in June of this year and asked the Group to consider what will become of the H&amp;S Liaison Officer role. LG suggested that the role ceases to exist after GA's retirement and the duties be divided between herself and IB. IB agreed. LG to take on the role of chairing the H&amp;SC.</li> </ul>	LG LG LG IB LG		
	iii. ML asked whether all Occupational Health referrals are now to be made via Gillian Jones or if senior H&S personnel can still carry out this function. Group were undecided as to what was the best policy. ML to consult Ian Leith and Gillian Jones.	ML		