

# LS H&S Working Group Meeting Minutes

Held on Friday 29<sup>th</sup> November 2002 at 2pm in Meeting Rm 111, WTB

## *Present*

Irene Blair  
Gail Alexander  
Lisa Grayson

## *Apologies*

Aileen Watson  
Monica Wilson

## 1. Matters Arising from Minutes of Previous Meetings

- 25<sup>th</sup> Jan 2002
  - AOCB, point 3 - The issue of lone-working Hons project students must be transferred to the H&S Management Committee agenda.
- 8<sup>th</sup> Feb 2002
  - Item 2, point 6 - Lisa to obtain a copy of the H&S Induction checklist referenced in Safety Policy Arrangement 7/2002. If not available, one of the checklists obtained from the www will be amended.
  - Item 4 - Lisa pointed out that SS have recently drafted a couple of inspection checklists, one appears in the Management of Biological Safety COP and the other in the Storage and Handling of Cryogenic Materials COP. Lisa also obtained a general inspection checklist from the University of Bristol website that could be used as is. In light of this, it was agreed that an inspection program could begin in early 2003, possibly February. Working Group to draft program and set dates.
  - Item 5 - Gail accessed H&S Personnel database and made a few corrections to BSI entries. Monica cannot get access but will ask IT for assistance. Sandy Chudek sent current list for Carnelley and Lisa made the necessary updates. Sandy will inform Lisa by Email rather

**Action**

**LG/IB**

**LG**

**All**

**MW**

<p>than update the database himself. Irene still to check it out. Lisa has given access instructions to SS and supplied Muriel Buist with an updated list of SLS H&amp;S contacts, to whom SIBs etc should be issued. Lisa still to check out data protection issues.</p>	<b>IB</b>
<ul style="list-style-type: none"> <li>○ Item 6 - Revision of New Starts Induction material is still in progress. Decided to postpone seminar until January 2003. Irene to fix a date and book room.</li> </ul>	<b>LG</b>
<ul style="list-style-type: none"> <li>• 22<sup>nd</sup> Feb 2002 <ul style="list-style-type: none"> <li>○ Inspection of the Mortuary area has been carried out - see item 2 of today's agenda.</li> <li>○ Update of documentation relating to handling and sampling human blood is still in progress. Lisa will produce local rules that cover all aspects including ethical approval, donor consent, etc.</li> <li>○ Wait until early 2003 to arrange a meeting with Pete Taylor and Monica to discuss issue of RPS for LSTU.</li> </ul> </li> </ul>	<b>LG/IB</b>
<ul style="list-style-type: none"> <li>• 29<sup>th</sup> March 2002 <ul style="list-style-type: none"> <li>○ AOCB <ul style="list-style-type: none"> <li>➢ Point 2 -Group members still to review SS system and comment at next meeting. Irene has started training LSTU technicians in risk assessment procedures. It was proposed that Stores could be tackled next, possibly in Jan/Feb of 2003.</li> <li>➢ The issue of ensuring staff adhere to CL2 standards when handling human blood must be transferred to the H&amp;S Management Committee agenda</li> </ul> </li> </ul> </li> </ul>	<b>All</b> <b>IB</b>
<ul style="list-style-type: none"> <li>• 26<sup>th</sup> April 2002 <ul style="list-style-type: none"> <li>○ Policy Document Update (Item 3) <ul style="list-style-type: none"> <li>➢ Monica still to ask Ian Leith about Wolfram's spin-off company operating in OMS.</li> <li>➢ Section 3.1.10 has been reworded and Monica is happy with it. Ian Leith informed Lisa that occurrences of "School of Life Sciences" should not be changed to "Faculty of Life Sciences" - we remain a School. Lisa has added "Joint Head of Division of Cell Signalling" to Pete Downes' title in Appendix 2.</li> </ul> </li> <li>○ Procedures for Visitors Update (Item 4) <ul style="list-style-type: none"> <li>➢ Lisa still to get information sheets printed for all buildings. Also some minor amendments to make to be in keeping with SS Policy Arrangement 13/2002. H&amp;S Management Committee still to ratify policy.</li> </ul> </li> <li>○ Fire Warden's Checklist (Item 5) <ul style="list-style-type: none"> <li>➢ Monica issued copies of the Tower Building's Fire Marshal Checklist. All Group members agreed it was a good format and should be adopted by SLS. Irene has drafted a checklist for MSI and will do one for WTB. Gail to do one for BSI. After Fire Strike, Irene will call meeting of Wardens and Marshals to</li> </ul> </li> </ul> </li> </ul>	<b>LG/IB</b> <b>MW</b> <b>LG</b> <b>LG/IB</b> <b>IB/GA</b> <b>IB</b>

- introduce checklist and give training in use of evacu-chair.
  - 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 drafted initial proposals for PTW and copied them to George Morrison. George was happy with proposals, but would like Lisa/Irene to submit a draft PTW form and example SOP before calling a meeting. Lisa and Irene will do this early 2003. Irene emphasised the need for E&B staff to be fully trained and officially sign off a job once it is complete. **LG/IB**
  - AOCB
    - Human Blood Donations  
See 22<sup>nd</sup> Feb 2002, point 2.
- 20<sup>th</sup> 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)
    - Gail attended a DSO training session and obtained copies of documentation for Brian Eddy. Ian Scragg said training of General H&S Advisers is an internal matter. He gave Lisa a copy of the DSO training presentation, to form a basis for this internal training. Training of GHSA's should commence early 2003. Lisa and Irene to organise. **LG/IB**
- 25<sup>th</sup> October 2002
  - Agenda for First H&S Management Committee Meeting (Item 2)
    - Ian Leith was happy with the Working Group's proposals. Agenda to be finalised by Lisa/Irene. Meeting to be held in February 2003. Irene to fix a date with Gail Guild. **LG/IB  
IB**
  - AOCB
    - Fire Brigade Strike  
Irene raised issues with Pete Downes. Pete to decide if any activities are to be prohibited during strike times. All buildings now have colour-coded plans available.
    - Commercial Company operating in BSI  
Gail mentioned that Jim Thomson has a commercial company using lab space in BSI. Gail still to check on H&S agreement. **GA**

## 2. Report on Mortuary Visit

- Kirsten Patterson's report on the Mortuary inspection was highly critical. Major issues will be dealt with by Ian Leith. Risk assessment deficit will be tackled by Lisa and Irene. **IRL  
LG/IB**

### 3. Report on Police Inspection

- Inspection went relatively well. One or two recommendations were made. These will be acted upon when report is issued. Lisa to amend COP in light of recommendations. Ian Scragg asked if he could use the SLS COP as the basis for a University policy arrangement. Lisa is happy for him to do this. Lisa to Email PIs for an update on their Schedule 5 agent holdings.

LG

LG

### 4. AOCB

- Lisa gave the Group an update on the MRC/DSTT SEPA crisis. Aileen Watson and Nick Helps are working hard to ensure no enforcement action is taken. Lisa pointed out that there are problems in other areas of SLS that must be addressed before the next SEPA inspection. Lisa to tackle this issue early 2003.
- Ian Leith has asked for a formal update on the actions taken in light of the GM Inspection report. Lisa to prepare and forward to Ian.
- Monica and Irene have completed a risk assessment for LSTU's seaweed gathering exercise. Control measures have been identified and implemented.
- Irene has issued UV warning signs to all lab managers/senior technicians and asked them to label up all UV equipment in their areas.

LG

LG