

SLS H&S Working Group Meeting Minutes

Meeting held on Tuesday 2nd August 2005 at 10am in WTB Meeting Room 111

Present

Lisa Grayson (LG)
Irene Blair (IB)
Gail Alexander (GA)

Apologies

Monica Lacey (ML)

Items **not** requiring action are in grey text.
Priorities are in **red text**.

1. Previous Minutes

- Accepted as a true and accurate account.

Matters Arising:

• **31st October 2003**

8. AOCB

viii. Sue Black has approved the dissection RA and COP. IB, LG and Kirsten Paterson have revisited the Mortuary and Dissection Lab – see AOCB of Today’s agenda for details.

• **24th August 2004**

6. AOCB

xi. IB still to draft an SOP for suspected release of harmful gas/vapour in Wash-Up area to ensure such an occurrence is always responded to appropriately. IB still in the process of doing SOPs and RAs for Media and Wash-Up areas. IB and LG still to meet to discuss procedure for spillage of TC/micro-org waste.

• **5th November 2004**

2. Gas Cylinder/Regulator Action Plan

ii. ML still to update Carnelley building fire plans minus items that will be removed when chemists move to CIR.

• **28th January 2005**

10. AOCB

ii. IB still to arrange a manual handling course.

• **25th February 2005**

AOCB

vi. IB and LG met with Larry Fortune to do a PEEP for a new part-time member of staff based in the SLS IT Support office. Larry clarified a few points: (1) a PEEP must be carried out if the normal evacuation plan is not adequate; (2) Larry should be called in to do the PEEP in conjunction with local H&S and the person to whom it relates; (3) the PEEP policy extends to undergraduate students. There was some debate as to whether SLS H&S was responsible for everyone who comes onto our premises, regardless of what department they originate from. IB gave an example of a wheelchair bound person who uses the Garland Café but is not a member of SLS personnel: should we approach this person and raise the issue of PEEPs or should their own department be taking care of them? IB to seek clarification on this from Larry. It was decided that at least one member of Garland Café staff should be trained to use the Evac Chair. IB to combine with Evac Chair refresher training for all fire wardens.

• **25th March 2005**

2. Update on H&S Management Committee Tasks

iii. Risk Assessment System Tasks:

a. LG still to see Ian Scragg about MO and B&T assessments.

iv. H&S Training Tasks:

a. LG got confirmation on Official DSE User issue from Kirsten Paterson. LG to go through user definition forms and compile list of Official Users. Official Users to be

Action

IB

IB/LG

ML

IB

IB

LG

LG

2. Date & Agenda Items for the First H&S Committee Meeting

- i. The following agenda items were agreed:
 - a. Welcome, introductions and reminder of remit;
 - b. Overview of the SLS Risk Assessment System and update on progress;
 - c. Overview of the H&S website and ask for suggestions on content;
 - d. Introduction to the concept of Stress risk assessment combined with an reminder of the support currently available and suggestions on how it could be enhanced;
 - e. Discuss plans for quarterly H&S training days and get feedback on suggested program;
 - f. Issue the Lone Working documentation for review and comment.GA suggested that the agenda and papers be issued week commencing the 5th of September, with a view to holding the first meeting before the end of September. Group agreed. GA to organise.
- ii. LG said that only Kiran Oza had not responded to her email inviting him, or a member of his team, to sit on the Committee. LG to chase up then send the finalised list of members to GA.

GA

LG

3. Stress Risk Assessment Progress

- i. IB contacted John Shaw and he is willing to deliver training in relaxation methods. IB/LG to follow up.
- ii. Stress risk assessment etc will be tabled on the agenda for the first H&SC meeting. See item 2, above.
- iii. GA, IB and LG met with Gillian Jones on 1/8/05 to further discuss Stress RA and related initiatives. Gillian Jones agreed to provide a summary of the support that is already available. GA, IB and LG put forward some ideas they had previously discussed. LG emphasised the need to have the paperwork in place, regardless of its limited usefulness.
- iv. GA agreed to do an initial draft of a generic stress RA and submit it to IB and LG for their input. IB/LG to feedback ASAP.

IB/LG

GA/IB/LG

4. LSTU Risk Assessment Progress

- i. ML verified that 48, 49 & 53 are acceptable. LG has double checked and approved up to number 68.
- ii. IB and GA have been assigned another batch of assessments to check before the next meeting. LG to continue from number 99. ML to report on status of her current batch.
- iii. LG stressed the importance of having all RAs checked and approved by the start of September. Group agreed this was a priority.
- iv. GA asked if it was acceptable to amend RAs that were obviously wrongly formatted/incorrectly worded/etc without first consulting the originally assessor. LG said yes, as long as the changes were not major in terms of the overall conclusion of the assessment. Consulting on every change made the task of checking and approving far too laborious.
- v. Pete Rowel is checking with Hilary Kay Young on the reasons for using the HG2 pathogen staphylococcus aureus, rather than a non-pathogenic alternative, in the Control of Microbial Growth practical (BI22012).

All

ML

5. Progress on H&S Management Committee Tasks

- i. LG ran through the list of tasks arising from the last H&S Management Committee meeting. Much remains to be done. LG was unsure as to whether everything could be completed between now and the end of October. LG to keep Group informed.
- ii. LG to see ML about beginning work on Undergraduates H&S Induction session.

LG

LG

6. Progress on Outstanding Inspection Tasks

- i. LN2 Inspection Tasks:
 - a. All O2 depletion monitors have been recalibrated and tested. LG has test certificates. LN2 facility managers have been sent an SOP for O2 monitor maintenance/testing and a log sheet to record details of this. Recalibration/testing will be carried out annually, and battery/sensor replacement every two years.
 - d. IB and LG have started compiling footage for LN2 training video. Training material to be completed and training to be delivered as part of the H&S Induction Day planned for October.
 - e. Work on other outstanding tasks is in progress. EM and X-ray facility still to do.

IB/LG

LG

7. Safety in the WTB Atrium

- i. LG ran through two recent emails from Ian Leith and Neil Perkins, both raising concerns about

the potential for people standing in the WTB foyer to be hit by falling objects from the floors above. This is something that has been a cause for concern since the building opened.

- ii. The Group suggested the following risk reduction measures.
 - Email to all staff to remind them of the risk and asking them to take great care when transporting/carrying anything within the atrium.
 - Post warning signs on/by doors leading into the atrium.
 - Ask support staff to be vigilant and stop/report potentially dangerous activities.
 - IB to keep a few small trolleys that people can borrow for transporting media etc to/from Media Kitchen.
- iii. LG/IB to OK with Ian Leith.

IB

IB/LG

8. Safety Station/Trolley Checklist

- i. Group were happy with the proposed checklist. LG to finalise ready for issue.
- ii. IB is sourcing suitable trolleys for CIR.
- iii. IB/LG to order up a supply of all items on the list.

LG

IB

IB/LG

9. Monthly Review of Incident/Accident Reports

- i. A significant amount of refrigerant gas leaked from a fridge in a WBRU office. The concentration was such that personnel could not enter the room. (Gas has a strong ammonia smell and makes eyes sting.) E&B were already in attendance when IB arrived at the scene. IB called in Ian Scragg. IB was able to enter the room wearing a full-face respirator and switch off fridge and open window to ventilate area. Once the gas had cleared sufficiently the fridge was packed in plastic sacks and removed to the MSI bin recess. Note: personnel were banned from entering the lift while fridge was in transit. LG to include in Lessons to be Learned section of H&S web site.

LG

10. Next Month's Big H&S Issue

Continue with Lone/Out-of-Hours Working.

11. AOCB

- i. A few issues came to light during the visit to the Mortuary & Dissection room on 26/7/05.
 - a. Monitoring records may be required to demonstrate that levels of airborne contamination are acceptable. LG thought that a specialist may have to be called in to do this.
 - b. The embalming process must be risk assessed to determine if current controls are adequate.
 - c. The above process will determine whether RPE is required. If it is required, all embalmers should be given an appropriate respirator and be face-fit tested.
- LG to discuss the above with Kirsten Paterson.
- ii. GA reported that drug addicts were gathering outside BSI at the fire exit for the large lecture theatre. Needles and syringes are frequently left lying around and, on one occasion, an ambulance had to be called. University Security, Safety Services and the local Police are all aware of the situation but, apparently, there is no way to put a stop to it.

LG