

# SLS H&S Working Group Meeting Minutes

Held on Wednesday 2<sup>nd</sup> July 2003 at 2pm in Meeting Rm 111, WTB

**Present**

Irene Blair  
Gail Alexander  
Lisa Grayson

**Apologies**

Aileen Watson  
Monica Wilson

	Action
<p><b>1. Previous minutes</b></p> <ul style="list-style-type: none"> <li>• Accepted as a true and accurate account.</li> </ul> <p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• <b>26<sup>th</sup> April 2002</b> <ul style="list-style-type: none"> <li>○ Permit to Work Scheme (Item 8)           <ul style="list-style-type: none"> <li>➢ Now in the hands of Safety Services and E&amp;B. SLS concerns have been made clear to Ian Scragg.</li> </ul> </li> </ul> </li> <li>• <b>29<sup>th</sup> November 2002</b> <ul style="list-style-type: none"> <li>○ Report on Mortuary Visit           <ul style="list-style-type: none"> <li>➢ Netta Gallazzi attended Irene's risk assessment training seminar. Lisa &amp; Irene still to consider how to demarcate clean &amp; dirty areas. Postponed until end of August.</li> </ul> </li> <li>○ Report on Police Inspection           <ul style="list-style-type: none"> <li>➢ See item 2 of today's agenda.</li> </ul> </li> </ul> </li> <li>• <b>31<sup>st</sup> January 2003</b> <ul style="list-style-type: none"> <li><b>3. New Starts Induction Seminar Jan 2003</b> <ul style="list-style-type: none"> <li>ii. Laboratory hazards summary sheet – see item 5 of today's agenda.</li> </ul> </li> <li><b>4. AOCB</b> <ul style="list-style-type: none"> <li>ii. Emergency showers without proper drainage cannot be fully flushed with chlorine – dipping the head in chlorine will have to suffice. Irene is being kept informed by E&amp;B.</li> </ul> </li> </ul> </li> <li>• <b>25<sup>th</sup> April 2003</b> <ul style="list-style-type: none"> <li><b>3. Feedback from MSI/WTB Lab Managers on H&amp;S Portfolio</b> See item 3 of today's agenda.</li> <li><b>5. Possibility of Visitor "Signing-In" Books in all SLS Buildings</b> See item 6 of today's agenda.</li> <li><b>7. AOCB</b> <ul style="list-style-type: none"> <li>iv. Inadequate emergency phones/alarms in lifts appears to be a campus wide problem. Kirsten Paterson is meeting with E&amp;B to discuss this issue.</li> <li>v. Packaging of toxic chemicals course has been organised by Irene and commences on 7/7/03. Course is being delivered by Dangerous Goods Management Ltd, Aberdeen. Lynda Connelley, James Metcalf, one member of Safety Services and one member of MRC/DSTT staff will attend.</li> </ul> </li> </ul> </li> </ul>	<p><b>LG/IB</b></p>

• **30<sup>th</sup> May 2003**

**2. Immediate issue of truncated version of portfolio**

See item 3 of today's agenda.

**3. LARA system demo**

This was held on 11/6/03. Safety Services personnel, H&SWG and Ian Leith attended. All present were impressed with the progress made so far.

**4. Brief review of LN2 Inspection reports**

See item 4 of today's agenda.

**6. AOCB**

ii. MRC Visitors Information sheet

See item 6 of today's agenda.

iii. Proposed change to SLS H&S Management Structure

See item 3 of today's agenda.

**2. Anti-Terrorism, Crime & Security Inspection**

- i. Tayside Police returned on 3/6/03 to check that the recommendations made during the Nov 2002 Inspection had been implemented. Key safes were not yet in place so Richard Borrer persuaded Sgt Moir to return in a couple of month's time.
- ii. Irene has identified a suitable type of safe, approx £150, and asked the Group Leaders if they will be willing to pay for one. No feedback so far. If they are not happy about paying, Irene will ask Ian Leith if the safes can be charged to a central budget. Safes must be in place before August.
- iii. Lisa had not updated the COP. This has now been done and copies circulated for comment. Comments have been received from Richard Borrer & Ian Scragg. Once finalised the COP will be issued to all SLS Group Leaders along with a memo asking for an update on their Schedule 5 toxin/pathogens holdings. Lisa to get this issued before August.

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**3. Truncated H&S Portfolio, Current Status**

- i. Nick Helps agreed that the Portfolio is relevant to MRC/DSTT staff and could be issued to all new starts. Nick reviewed the Portfolio and suggested a few amendments.
- ii. Sandy agreed that the Portfolio is relevant to Carnelley staff and could be issued to all new starts.
- iii. Security document
  - 🔒 Luke Newman is happy with the document and it is not at odds with any Biological Services guidance. He suggested adding a statement about correct addressing. This has been done
  - 🔒 Nick Helps suggested a couple of amendments. These have been made.
  - 🔒 A meeting was held with Ian Scragg and Richard Borrer on 30/6 in order to finalise the document. They suggested the unnecessary detail be removed. This has been done. One or two other minor changes to the wording were suggested and have been done. The main change was to the reporting scheme in Appendix 1. As of the 7<sup>th</sup> July 2003, 4141 will be manned 24hr, 7 days a week. This removes the need for alternative reporting mechanisms outwith normal working hours. Ian and Richard want 4141 to be the first point of contact for any potential or definite security threat, at any time. Ian Leith and the H&SWG are strongly opposed to this. SLS feel that 4141 should be the first point of contact in an emergency or outwith normal working hours, but during normal working hours, in a non-emergency situation, the BHSO should be notified first and they decide on the course of action. If the BHSO is absent, their deputy can be contacted and failing that, WTB reception. The Security document will be amended to reflect this, then

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<p>copied to Ian and Richard with an explanation of our stance.</p> <p>iv. Emergency Procedures</p> <ul style="list-style-type: none"> <li>✉ This document has been updated in light of the 4141 service changes and comments from Nick Helps.</li> <li>✉ Gail &amp; Irene to review and feedback to Lisa.</li> <li>✉ Lisa to finalise and copy to Safety Services for comment before issue.</li> </ul> <p>v. Owner's Details</p> <ul style="list-style-type: none"> <li>† Nick Helps raised concerns over the section asking for details of medical conditions.</li> <li>† The Group were unsure as to whether this was permissible.</li> <li>† To avoid any problem the section has been reworded.</li> <li>† Lisa to finalise and issue to Safety Services for comment before issue.</li> </ul> <p>vi. Policy document</p> <ul style="list-style-type: none"> <li>✉ Lisa discussed the latest changes with Sandy and he agreed the role of BHSC should be done away with and replaced with Deputy BHSO.</li> <li>✉ Reshuffle and new appointments have been agreed. Those involved will be notified in writing.</li> <li>✉ Sandy said, as a BHSO, he would like to remain on the H&amp;SMC. Lisa did not see a problem with this. Gail and Irene agreed. Lisa to amend Appendix 2 accordingly.</li> <li>✉ Nick Helps queried the use of the term "reports to" in the General Reporting Structure. He felt this inferred a management hierarchy when this is not the case. Lisa to add a clarifying statement.</li> <li>✉ The incident/accident reporting structure has been approved by the Group.</li> <li>✉ Lisa to finalise document, copy to Safety Services for comment then forward to Pete Downes for his approval and signature.</li> </ul>	<p>IB/GA LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>
<p><b>4. Review of Generic LN2 Inspection Report</b></p> <ul style="list-style-type: none"> <li>i. Lisa issued the first draft to Irene &amp; Gail. They will review and feedback.</li> <li>ii. Report to be finalised and issued by end of July.</li> </ul>	<p>IB/GA LG</p>
<p><b>5. Laboratory Hazards Summary Sheet</b></p> <ul style="list-style-type: none"> <li>i. Lisa issued the first draft to Gail &amp; Irene. Other members will receive a copy with the minutes. Group to review and feedback.</li> <li>ii. Gail &amp; Irene suggested that the hazard summary sheet be included in the Portfolio. Lisa to factor in once finalised.</li> </ul>	<p>All</p> <p>LG</p>
<p><b>6. Latest on Visitors Procedure</b></p> <ul style="list-style-type: none"> <li>i. The Visitors procedure cannot be finalised until the Research Management Group comes to a decision on the proposed complex-wide visitor's badge scheme. Ian Leith will inform the Group of the RMG's decision.</li> <li>ii. Lisa asked Nick Helps about amalgamating the MRC and SLS visitor's information sheets. Nick said he did not plan to replenish the stock of MRC sheets once the current batch is finished. Lisa thinks the information is useful and could be incorporated into the SLS visitor's sheet or the procedure document. This will be done by the time the RMG decision is known.</li> </ul>	<p>IRL</p> <p>LG</p>
<p><b>7. AOCB</b></p> <ul style="list-style-type: none"> <li>i. Irene drew attention to the seriousness of the Carnelley/OMS weekend fire alarm incident. Ian Leith has informed Larry Fortune and queried the Fire Brigade's authority to request that fire alarms are disabled for an extended period of time (in this case &gt; 24 hr). Ian is also updating the list of key holders for University Security to ensure all rooms can be accessed safely in an out-of-hours emergency.</li> </ul>	<p>IRL</p>

