

SLS H&S Working Group Meeting Minutes

Meeting held on Thursday 8th December 2005 at 11am in WTB Meeting Room 111

Present

Lisa Grayson (LG)
Gail Alexander (GA)
Monica Lacey (ML)

Apologies

Irene Blair (IB)

Priorities are in **red text**.

Items that the Group agreed to strike from the agenda are in ~~strikethrough, grey text~~.

	Action
<p>1. Previous Minutes</p> <ul style="list-style-type: none"> • Accepted as a true and accurate account. 	
<p>Matters Arising:</p> <ul style="list-style-type: none"> • 24th August 2004 	
<ul style="list-style-type: none"> 6. AOCB 	
<ul style="list-style-type: none"> xi. IB still to draft an SOP for suspected release of harmful gas/vapour in Wash-Up area. 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. 	<p>IB IB IB/LG</p>
<ul style="list-style-type: none"> • 5th November 2004 	
<ul style="list-style-type: none"> 2. Gas Cylinder/Regulator Action Plan 	
<ul style="list-style-type: none"> ii. ML still to update Carnelley building fire plans. 	<p>ML</p>
<ul style="list-style-type: none"> • 28th January 2005 	
<ul style="list-style-type: none"> 10. AOCB 	
<ul style="list-style-type: none"> ii. IB to reschedule manual handling course. 	<p>IB</p>
<ul style="list-style-type: none"> • 25th February 2005 	
<ul style="list-style-type: none"> AOCB 	
<ul style="list-style-type: none"> vi. IB to arrange Evac Chair refresher training for all fire wardens and include a member of staff from the Garland Cafe. 	<p>IB</p>
<ul style="list-style-type: none"> • 25th March 2005 	
<ul style="list-style-type: none"> 2. Update on H&S Management Committee Tasks 	
<ul style="list-style-type: none"> iii. Risk Assessment System Tasks: 	
<ul style="list-style-type: none"> a. LG still to see Ian Scragg about MO and B&T assessments. 	<p>LG</p>
<ul style="list-style-type: none"> iv. H&S Training Tasks: 	
<ul style="list-style-type: none"> a. LG has compiled a list of Official DSE Users based on forms completed so far. Official Users still to be notified of their entitlement to free eye-tests etc. 	<p>LG</p>
<ul style="list-style-type: none"> g. LG still to investigate Radman course options and discuss with IRL. 	<p>LG</p>
<ul style="list-style-type: none"> i. LG to pursue re-starting the in-house RPS training program with Martin Rollo. 	<p>LG</p>
<ul style="list-style-type: none"> • 4. Monthly Review of Accident/Incident Reports 	
<ul style="list-style-type: none"> iv. LG to amend Accident/Incident Reporting policy to include info on investigation forms. 	<p>LG</p>
<ul style="list-style-type: none"> • 28th April 2005 	
<ul style="list-style-type: none"> 4. Execution of BTC Implementation Plan 	
<ul style="list-style-type: none"> LG carried out compliance check prior to H&SMC meeting. Still to pursue missing BTCs. 	<p>IB/LG</p>
<ul style="list-style-type: none"> • 25th May 2005 	
<ul style="list-style-type: none"> 4. Amended Lone & Out-of-Hours Working Documentation 	
<ul style="list-style-type: none"> ii. Resubmitted to the H&SMC on 25/11 and approval given to implement in 2006. 	
<ul style="list-style-type: none"> • 9. Monthly Review of Accident/Incident Reports 	
<ul style="list-style-type: none"> Chemical Spill SOP finalised. 	
<ul style="list-style-type: none"> • 11. AOCB 	
<ul style="list-style-type: none"> iii. IB still to provide LG with an updated list of Fire Wardens/Marshals and First Aiders. 	<p>IB</p>
<ul style="list-style-type: none"> • 30th June 2005 	
<ul style="list-style-type: none"> 3. Roof Access 	
<ul style="list-style-type: none"> iv. LG to arrange "roof access" meeting to discuss issues such as emergency access outwith normal working hours. 	<p>LG</p>
<ul style="list-style-type: none"> • 9. Monthly Review of Incident Accident Reports 	

iii. LG still to check details of UV light incident with Letty Gibson.	
11. AOCB	
i. LG still to ask Linda Connelly if Dangerous Goods information could be made available on the H&S web.	LG
ii. Barometer issue still to be resolved.	ML
• 2nd August 2005	
4. LSTU Risk Assessment Progress	
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).	
6. Progress on Outstanding Inspection Tasks	
i. LN2 Inspection Tasks:	
d. LG added to LN2 safety section of Induction Presentation.	
e. Only EM facility assessments still to do.	LG
7. Safety in the WTB Atrium	
iii. LG/IB to OK WTB atrium safety proposals with Ian Leith.	LG/IB
8. Safety Station/Trolley Checklist	
LG to remove latex gloves from Safety Station Checklist and produce laminated copies of Fire, First Aid & Spill procedures.	LG
11. AOCB	
i. LG to discuss outstanding Mortuary & Dissection room issues with Kirsten Paterson.	LG
• 13th September 2005	
3. Drug Precursor Legislation	
ii. LG still to issue email then collate responses and report back to the Group.	LG
4. Checklist for New Principal Investigators	
ii. LG still to draft and circulate to Group for comment.	LG
7. AOCB	
i. IB still to make contact with wheelchair bound individuals routinely using the Garland Café in order to discuss PEEPs.	IB
ii. Training session on use of the Epipen has been delivered and was well attended.	
iii. The issue of castors on lab chairs has been transferred to the H&SMC.	
iv. Police rejected the proposed location for the toxin store. See AOCB for further details.	
v. LG still to book herself and IB in for Safety Services Safety Signs training course on 24th November.	
• 4th October 2005	
2. Stress Risk Assessments	
i. Neither IB nor ML were able to attend the relaxation methods training. Wait to see if course reruns.	
ii. GA to proceed with stress RAs for other staff groups. IB and LG to comment/assist as necessary.	GA/IB/LG
5. AOCB	
ii. ML to check risk assessment 118 and feedback to LG.	ML
iii. IB to pass VWR flyer, showing a lab chair without arm rests and with castors, on to Letty Gibson.	
v. IB is arranging for a special fire extinguisher specifically for use on metal fires to be installed on CIR 1.	IB
viii. IB to investigate compressed gas safety training options.	IB
• 28th October 2005	
2. H&S Management Committee Meeting	
H&SMC meeting was held on 25 th Nov.	
5. AOCB	
i. IB and LG to redo the manual handling assessment for handling of the 25l drums of darkroom waste.	LG/IB
ii. IB and LG to further discuss chemical spill kit and transport of winchesters with the Stores Manager.	IB/LG
iii. IB to make case for Sheelagh Philips to be trained as a First Aider to cover OTI.	IB
v. LG to make room bookings for H&SWG meetings in 2006.	LG

2. Monthly Review of Incident/Accident Reports

LG could not get hold of the Accident Report Book. December's accidents/incidents will be summarised at the next meeting. ML gave an account of a fire incident in the Advanced Higher

class on Monday 5/12. A plastic container was placed too close to a micro-burner and began to char. No actually fire. Supervision and instruction will be improved to prevent a recurrence.

3. Next Month's Big H&S Issue

Now that H&SMC have given final approval, Lone Working policy etc will be posted on web and well publicised.

LG

4. AOCB

- i. ML to email LG a list of all currently unapproved LSTU risk assessments relating to practical classes that will run during the second semester. List to include dates, as before.
- ii. LG reported that NaCTSO carried out a laboratory security assessment of the MRCPPU labs (3rd Floor of CIR) on 10/11/05 and Geoff Codd's lab (BSI) on 16/11/05. A report on the MRCPPU labs has been issued and is being circulated to the relevant parties for comment. The Inspector has asked to see the plans for the secure store that will hold the Codd Lab's toxin stocks. GA to remind Terry Sweeney to copy plans to LG asap. LG to forward on to the Inspector.
- iii. LG informed Group that all material and information required by DSE Assessors is now available on the H&S web site. Lab Managers have been asked to start carrying out DSE assessments in their areas. Other DSE assessors should do likewise, apart from those in BSI who should wait until relocating to MSI.
- iv. ML to send PEEP to LG for signing.
- v. ML expressed concerns over the state of the Carnelley research labs. There are still several cabinets full of chemicals/apparatus. Every room has something in it that will have to be dealt with prior to refurbishment/reuse. ML was adamant that LSTU staff would not be taking responsibility for disposal of these items.
- vi. GA suggested that the Working Group embark upon a series of general, high-level H&S Inspections, keeping the checklist and reports as brief as possible. Group members suggested a few items for the checklist and agreed it should be no more than 10 items long. LG to produce a draft and circulate to Group for comment.
- vii. LG expressed concerns over the MRCPPU's decision to allow eating and drinking in the writing rooms. LG suggested that this issue is examined during the general H&S inspections.
- viii. GA suggested a new monthly feature for the H&S web site that identifies an unsafe practice and asks staff not to do it ("Gonnae no dae that!"). Group though this was a good idea. LG to implement in 2006.

ML

GA/LG

ML

LG

LG