

# CLS H&S Working Group Meeting Minutes

Meeting held on Wednesday 27<sup>th</sup> January 2010 at 2pm

## Present

Lisa Grayson (LG)  
Irene Blair (IB)  
Monica Lacey (ML)

## Apologies

|  | Action |
|--|--------|
| <b>1. Previous Minutes</b>   |        |
| <ul style="list-style-type: none"> <li>Accepted as a true and accurate account.</li> </ul>   |        |
| <b>Matters Arising:</b>  |        |
| <ul style="list-style-type: none"> <li><b>28<sup>th</sup> January 2009</b></li> </ul>  |        |
| <ul style="list-style-type: none"> <li><b>3. AOCB</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. IB/LG still to produce a visual, simplified waste disposal guide. Aim for end of March 2010.</li> </ul> </li> </ul>   | IB/LG  |
| <ul style="list-style-type: none"> <li><b>27<sup>th</sup> May 2009</b></li> </ul>  |        |
| <ul style="list-style-type: none"> <li><b>3. Unpacking of goods in Stores</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG and IB still to agree a date with the Stores Manager to discuss risk assessment, SOP and training. LG still to write up Stores inspection report/risk assessment from previous visit.</li> </ul> </li> </ul> | LG/IB  |
| <ul style="list-style-type: none"> <li><b>4. Acquisition, storage, use and disposal of explosives</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Explosives information is now on the web.</li> </ul> </li> </ul>  |        |
| <ul style="list-style-type: none"> <li><b>5. Web Site</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Lessons to be learned page updated accordingly.</li> </ul> </li> </ul>  |        |
| <ul style="list-style-type: none"> <li><b>7. AOCB</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>i. LG still to draft assessment for formaldehyde release during fumigation.</li> </ul> </li> </ul>  | LG     |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. IB still to arrange a Field Trip First Aid course.</li> </ul> </li> </ul>   | IB     |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>vii. LG still to supply ML with a copy of the SLSLT Disaster Recovery plan with home phone numbers blanked out.</li> </ul> </li> </ul>  | LG     |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ix. LG still to arrange meeting to discuss Mortuary and Plastination H&amp;S issues.</li> </ul> </li> </ul>   | LG     |
| <ul style="list-style-type: none"> <li><b>24<sup>th</sup> June 2009</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li><b>2. Amendment to BTC and Proposal to set up Database</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Alternative H&amp;S Training database has been set up and linked to the Staff Database.</li> </ul> </li> </ul>  |        |
| <ul style="list-style-type: none"> <li><b>4. Letter to Pls re H&amp;S Responsibilities</b></li> </ul>  |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>On H&amp;SMC meeting agenda.</li> </ul> </li> </ul>   |        |
| <ul style="list-style-type: none"> <li><b>5. CLS Dangerous Substances Register</b></li> </ul>  |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG still to expand the register to cover all controlled or licenced activities/substances.</li> </ul> </li> </ul>   | LG     |
| <ul style="list-style-type: none"> <li><b>25<sup>th</sup> August 2009</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li><b>2. SOP for Fire Call Point Testing</b></li> </ul>  |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>IB to draft a SOP for JBC then circulate set to Fire Marshals/Wardens to ensure they all know how to carry out fire call point testing.</li> </ul> </li> </ul>  | IB     |
| <ul style="list-style-type: none"> <li><b>6. AOCB</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>i. LG gave Viv McGuire a supply of Emergency Numbers cards.</li> </ul> </li> </ul>  |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. CL2 SOPs have been amended.</li> </ul> </li> </ul>  |        |
| <ul style="list-style-type: none"> <li><b>23<sup>rd</sup> September 2009</b></li> </ul>  |        |
| <ul style="list-style-type: none"> <li><b>2. SOP for Gas Leak</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG still to draft based on Safety Services current advice.</li> </ul> </li> </ul>   | LG     |
| <ul style="list-style-type: none"> <li><b>3. Signing In/Out Sheet for E&amp;B</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG has labelled up roof work notebooks, instructed the Receptionist and put a notebook at WTB &amp; JBC.</li> </ul> </li> </ul>   |        |
| <ul style="list-style-type: none"> <li><b>4. Compressed Gas Safety Audit</b></li> </ul>  |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>See 27/1/2010 agenda</li> </ul> </li> </ul>   |        |
| <ul style="list-style-type: none"> <li><b>5. LN2 Cell Freezer Fill Training</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LN2 Cell Freezer fill SOP still to be finalised and circulated.</li> </ul> </li> </ul>  | LG     |
| <ul style="list-style-type: none"> <li><b>25<sup>th</sup> November 2009</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li><b>2. Targets and Agenda for H&amp;SMC Meeting in January 2010</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>IB and ML to help get all risk assessments and SOPs approved.</li> </ul> </li> </ul>  | IB/ML  |
| <ul style="list-style-type: none"> <li><b>3. Pregnant Mothers' Procedure</b></li> </ul>  |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG to amend policy accordingly.</li> </ul> </li> </ul>  | LG     |
| <ul style="list-style-type: none"> <li><b>4. Liquid Nitrogen Training Package</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>LG to ask Damian Leddy for advice on web forms for training purposes.</li> </ul> </li> </ul>  | LG     |
| <ul style="list-style-type: none"> <li><b>5. H&amp;S Comment/Suggestion Slips &amp; SUSAs Cards</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Cards have been summarised and document added to the H&amp;SMC meeting agenda.</li> </ul> </li> </ul>   |        |
| <ul style="list-style-type: none"> <li><b>6. AOCB</b></li> </ul>   |        |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>i. IB/LG to organise Reception staff H&amp;S training.</li> </ul> </li> </ul>   | IB/LG  |
| <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>ii. ML emailed the Head Curator with a list of her queries and concerns regarding the tour of the Carnelley Museum on the Winter Lights Night. The occasion passed without incident.</li> </ul> </li> </ul>     |        |

## 2. Accident/Incident/Near Miss Reports

- i. A school pupil attending a practical class in SLSLT burnt their finger tip on a hot plate and sustained a small blister. Given First Aid.
- ii. A member of staff in DSTT splashed orthophosphoric acid into their eye. They were not wearing safety glasses at the time. Paramedics were called and took the casualty to A&E where they were treated and discharged with no lasting ill effects. The procedure has now been revised and staff instructed to wear appropriate PPE.
- iii. A school pupil attending practical classes in SLSLT experiences skin irritation when wearing nitrile gloves. Silk liners were supplied.
- iv. An Advanced Higher Chemistry student accidentally soaked the cuff of their lab coat in Brady's Reagent. The skin on their arm was stained yellow but there was no irritation or other ill effect.
- v. A misaligned swing-out rotor bucket caused a rotor crash that damaged a centrifuge. No one was injured. The user was experienced but did not check the buckets carefully.
- vi. A plastic tube melted when it was left unattended in a beaker of boiling water. Not enough smoke to activate the fire alarms. No injury.
- vii.

## 3. H&S Comment/Suggestion Slips & SUSA Cards

There were no new slips/cards to analyse this month.

## 4. AOCB

LG suggested that checks on standalone gas cylinders and UV equipment are added to the general inspection checklist. UV checks to include: visual check for signs of damage/wear & tear; check UV warning label is affixed; check that appropriate PPE is available and in good condition; check that risk assessment/SOP is available. Checks on gas cylinders to include: check condition of regulator and replace by date; check condition of tubing/hoses and connectors; check cylinder is properly restrained; check cylinder key is readily accessible; check risk assessment/SOP is available. LG to amend inspection checklist accordingly.

**LG**