

CLS H&S Working Group Meeting Minutes

Meeting held on Thursday 25th February 2010 at 2pm

Present

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

Apologies

	Action
1. Previous Minutes	
<ul style="list-style-type: none"> • Accepted as a true and accurate account. 	
Matters Arising:	
<ul style="list-style-type: none"> • 28th January 2009 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. AOCB 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ii. IB/LG still to produce a visual, simplified waste disposal guide. Aim for end of March 2010. 	IB/LG
<ul style="list-style-type: none"> • 27th May 2009 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. Unpacking of goods in Stores 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> 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. 	LG/IB
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 7. AOCB 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> i. LG still to draft assessment for formaldehyde release during fumigation. 	LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ii. IB still to arrange a Field Trip First Aid course. 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> vii. LG still to supply ML with a copy of the SLSLT Disaster Recovery plan with home phone numbers blanked out. 	LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ix. LG still to arrange meeting to discuss Mortuary and Plastination H&S issues. 	
<ul style="list-style-type: none"> • 24th June 2009 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 5. CLS Dangerous Substances Register 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> LG still to expand the register to cover all controlled or licenced activities/substances. 	LG
<ul style="list-style-type: none"> • 25th August 2009 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. SOP for Fire Call Point Testing 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> 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. 	IB
<ul style="list-style-type: none"> • 23rd September 2009 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. SOP for Gas Leak 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> LG still to draft based on Safety Services current advice. 	LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 5. LN2 Cell Freezer Fill Training 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> LN2 Cell Freezer fill SOP still to be finalised and circulated. 	LG
<ul style="list-style-type: none"> • 25th November 2009 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2. Targets and Agenda for H&SMC Meeting in January 2010 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> IB and ML to help get all risk assessments and SOPs approved. 	IB/ML
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 3. Pregnant Mothers' Procedure 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> LG to amend policy accordingly. 	LG
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 4. Liquid Nitrogen Training Package 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> LG met with Damian Leddy to get advice on web forms for training purposes. 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 5. AOCB 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> i. IB/LG to organise Reception staff H&S training. 	IB/LG
<ul style="list-style-type: none"> • 27th January 2010 	
<ul style="list-style-type: none"> 4. AOCB 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> LG to amend inspection checklist to include items on gas cylinders and UV equipment. 	LG

2. Castors on Draughtsman Chairs – SOP and email from DC

The Group discussed Nick Helps suggestion of having a documented procedure for getting on/off draughtsman chairs. The Group agreed that a procedure should be drafted and a poster produced for display in the labs. The links provided by David Coates were for American web sites where castors appear to be still permitted on draughtsman style chairs.

LG

3. Accident/Incident/Near Miss Reports

February's reports will be discussed at the meeting in March.

4. H&S Comment/Suggestion Slips & SUSA Cards

There were no new slips/cards to discuss.

5. AOCB

i. LG proposed having a checklist for the quarterly checks that will include lab coat head counts and checks on: dry risers and smoke vents; lift alarms/phones; disabled toilet alarms; disabled refuge communication systems; alarmed emergency exits. LG to draft. A form for fire safety checks already exists in the Fire Safety Log Book.

LG

ii. ML agreed that senior SLSLT technical staff could take responsibility for approving SLSLT risk assessments and SOPs. However, this would have to wait until after the practical classes are finished, i.e. April.

iii. LG asked ML when would be the best time to run an H&S Induction Seminar for Summer and Honours Project students. For summer students, the end of 3rd year would be best, i.e. week 10. For Honours Project students, week 1 or 2 would be best. It may be preferable to see all students together at the end of 3rd year. LG to consult Will Whitfield.

LG