

MINUTES for Termly NDCLS DSAC meetings

Date & Time	June 16, 2025 13:30hrs till 15:00hrs.	Term	Trinity25 (TT25)
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Attendance

Role (non-lab buildings)	
Head of DSAC (chair)	Professor Deborah Gill (DG)
Departmental Safety Officer (DSO)	Ajay Pandey (AP)
Deputy DSO	Dr Shijie Cai (SC)
Fire Officer	Mr Ajay Pandey (AP)
Divisional Safety Officers (DivSO)	Dr Amanda Anderson (AA)
Staff Representative	Dr Hamid Dolatshad (HD) Dr Shijie Cai (SC) Dr Stephanie Jones (SJ) Ms Eve Warner (EW) Mrs Lee-Anne Stork (LAS) Dr Kamran Miah (KM) Emily Castells (EC)
Student Representative	Vidushi Chugh (VC)
Union (UCU, Unison, Unite) Representative	Professor Steve Hyde
University Safety Officer (* online)	Tracey Mustoe (TM)*
Other roles that may be required in lab buildings	
Biological Safety Officer (BSO)	Professor Steve Hyde
Deputy BSO	Dr Hamid Dolatshad
Laser Safety Supervisor	Dr Shijie Cai
Electrical Safety Officer	Dr Kamran Miah (KM)
Changes to the committee	
Ms Vidushi Chug standing in for Shannah Secret (Harvala group) (* online)	

Agenda Items

1. Apologies

Role	Full Name
Staff representative	Shannah Secret Dr Abigail Lamikanra Dr Brian Shine Dr Dan Royston (see section 2)
Committee members are asked to note that they should declare any interest that could give rise to a conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes. If the Chair of the Committee deems it appropriate, the member shall absent himself or herself from all or part of the Committee's discussion of the relevant item.	

2. DSAC Membership Review

- Potential individuals to assume the vacant positions/responsibilities.

Action TT25 2.1 for AP: talk to Vidushi about becoming the Student Rep on DSAC.

Dan Royston's team are considered part of NDCLS admin in terms of representation on the committee, as they don't do any wet lab work. Therefore, Dan is no longer expected to attend meetings, pertinent information will be cascaded by LAS.

3. Approval of Previous Termly DSAC Minutes

Minutes were approved with no changes.

4. Follow-Up Actions from Previous Termly DSAC Meeting

From March meeting:

Action HT25 4.1 for all interested DSAC members: consider attending the new Risk Assessment training course with workshop element on specific activities/items (notification of new dates from the Safety Office will be cascaded via the DSO); Risk Assessment eLearning is available anytime (and required before the workshop) through COSY (<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=SAFEEL0005&referrer=coursesearch>). **Ongoing**

Action HT25 9.2 for SS and Arlene Glasgow: Write a joint/individual RA on transportation of items between labs to include wearing/not wearing gloves, use of boxes to carry items, etc. **Ongoing**

5. Statement of Health and Safety Organisation (SHSO) Review

No updates to be made

6. Fabric of the Building

- Fire Safety remedial work update - AP
 - Issues identified and reported after the evacuation drill (28th January 2025) are still not fixed, as observed when continuous alarm was triggered in Clin Biochem last week (low volume and doors to lab remained locked for those without access cards). OUH are going to follow up on this: they should have done an audible alarm check after adjusting the level.

Action TT25 6.1 for AP: follow up with OUH for Fire Safety remedial work to be completed.

- First respondents in case of evacuation - AP
 - Still uncertainty as to who, if anyone, should go to the Fire Control Panel.
 - NDCLS SOS WhatsApp chat should be used for communication.

Action TT25 6.2 for AP: provide clarity on what to do for the NDCLS Level 4 labs on Clin Biochemistry side and for the Academic block side (already action 6.1 in HT25 report).

- Electrical Safety Update - KM
 - KM flagged that in hot weather, we should expect some electrical cut outs, so lab members may need to move critical equipment to back up circuits.
 - AA flagged that due to building work at the JR we may notice blackouts or brownouts (flickering). Contingencies are meant to be in place to avoid this.

Action TT25 6.3 for AP: make sure extension leads (currently behind locked doors) are moved to the kitchenette for out-of-hours access.

Action TT25 6.4 for all: report any blackouts and brownouts to Estates and notify AA

- P lift work update - AP
 - Due to be completed in early August

7. Other Building Specific Safety Updates

- Biological safety update - SH
 - RA for handling Syphilis-positive samples (discussion between SH, TM, SS) (HT25 Action 7.1): this is back with SH to be resolved.

Action TT25 7.1 for SH: arrange a meeting with TM and SS to discuss this Risk Assessment

- No other items to report

- Laser safety update - SC
 - No new updates, other than actions from last meeting:
 - RA to be updated for servicing of FACS machine - SC (HT25 Action 7.3): the RA was missing a section on change of category to Class 3B during maintenance (note: this piece of equipment has not had regular servicing recently). RA now updated.
 - Exemplar of how NDCLS records compliance - SC & AP (HT25 Action 7.2): current plan: each person that is trained for use of the FACS machine is given a Risk Assessment number, and this is tracked by AP. This is not yet in place.

Action TT25 7.2 for AP: follow up with SC what prior training documentation exists

- RA from Helen for FACS forwarded to SC by KM; HT25 Action 7.4 closed.
- Training update - AP
 - Local courses for LN2 handling; there is a new SOP and competency sheet for use of the repository, which allows AP to track who has completed their initial and refresher training, and individual users can retain as evidence of training (competency sheet, useful as an aide-mémoire).
 - Other courses - none

8. Safety Update

- Updates from the Safety Executive Group (SEG) - AA
 - SH reported an incident from SEG involving contractors; the relevance to NDCLS is importance of contractor management around our LN2 repository.

Action TT25 8.1: AP to ensure a permit to work is obtained before any contractors (e.g. Labmode for servicing/ repairs, Zurich insurance reps) go into the room

- Updates from Safety Office - AA
 - Safety Risk Management Group: the safety office have been monitoring how departments implemented new policies issued in November: MSD process worked well, a report will come back to RDM in due course

9. First Aid

- Accidents/Incident Reports - AP
 - Incidents requiring first aid: one needle stick injury- all dealt with but there was a problem initially with access to the report which is now resolved. AA flagged that if someone doesn't have access to reports that they think they should be able to see, they can use the self-service report on IRIS to request access.

Action TT25 9.1 for AP: close the needle stick injury report on IRIS

- Near misses: none
- Other incidents: none
- Accident Trends - AP: reporting of near misses is unexpectedly low; this is an important part of maintaining safe work conditions and preventing serious incidents

Action TT25 9.2 for AP: have this in the NDCLS newsletter, to educate everyone on what near misses might be and their relevance.

10. Ergonomic

- DSE Update: NDCLS report snapshot – AP reported low compliance with annual DSE self-assessment (<https://dse.ox.ac.uk/>); AA mentioned a new training programme to be rolled out in the university, Cardinas.

Action TT25 10.1 for AP: remind NDCLS members to complete the self-assessment, via the Safety newsletter / NDCLS newsletter

- Manual handling update - None

- Any other ergonomic issues to be reported - None

11. Inspection Reports

- Update on actions raised in Level 4&5 Lab Inspections - AP
 - Changes to fire fighting equipment have been made, as well as disposal of hazardous chemicals;
 - Daisy chaining of electric plugs/leads picked up as a risk in terms of electrical safety.
- Action TT25 11.1 for AP:** consider putting these in the Safety Newsletter
- Lots of recycling as part of Level 5 lab clearance.
 - Cold room on Level 5 is being refurbished.
 - Discussion about the best time to schedule annual lab inspections: stick with anniversary of last round (August) or plan for autumn term (more people around including new students).
 - Discussion about inspection of ORB/OCHRe spaces in Level 4 lab: whose responsibility?
- Action TT25 11.2 for AP:** append lab inspection reports to the future DSAC meeting Agendas
- Action TT25 11.3 for AP:** align inspection schedules for the GMG Lab, Academic Block labs, and Level 5 lab. For the ORB space in the GMG Lab, an NDS DSO or Lab Manager should accompany the NDCLS team to ensure proper oversight and for assurance purposes

12. University Policy / Memos / Safety instructions

- Roll out of 2 new/updated policies and 3 new safety instruction - DG, AP
 - Occupational Road Transport Safety (Policy update S1/25) - in the context of the University's drive towards 'Reducing road related deaths and injuries in and around Oxford', now includes travelling:
 - for work purposes to locations other than your main place of work
 - by bicycle (self-propelled or electric), car, scooter, bus (but not rail)
- Action TT25 12.1 for AP:** to escalate concerns to Keith about impact of implementing this policy for those travelling to CHG/FGF daily due to the closure of the JR BMS
- Action TT25 12.2 for AP:** to add daily trips to CHG/FGF by members of GM group, to the risk register for NDCLS
- Action TT25 12.3 for AP:** to determine the impact of designating FGF as a "usual place of work" for members of GMG
- Management of Work with Ionising Radiation (Policy update S2/25) – N/A
 - Supervisor & Line Manager training (Safety instruction I2/25) - this is required for all supervisors and line managers if not completed in 2023/24.
 - Overseas Travel & Fieldwork (Safety instruction I3/25) – anyone travelling to a location/undertaking an activity which makes the trip medium to high risk must undertake training before completing the Risk Assessment and well ahead of travel. There is also new guidance for travel to the USA.

Action TT25 12.4 for AP: to ensure all members of the department are aware of this item and plan accordingly for travel and fieldwork.

- High Containment Laboratories – Required Actions (Safety instruction I1/25)
- not applicable currently (could become relevant for CL2 labs such as the GMG lab)

Information on all Policy updates and Safety instructions can be found here:

<https://safety.admin.ox.ac.uk/health-safety-policy-instructions-release>

13. Any Other Business

None

14. Date of Next Meeting

TBA

Appendix 1- Actions

Actions from this termly DSAC meeting

Ref	Action	Owner	Date	RAG rating	Comments
TT25 2.1	Talk to Vidushi about becoming the Student Rep on DSAC	AP			Completed
HT25 4.1	Consider attending the new Risk Assessment training course with workshop element on specific activities/items; Risk Assessment eLearning is available anytime (and required before the workshop) through COSY.	all interested DSAC members			
HT25 9.2	Write a joint/individual RA on transportation of items between labs to include wearing/not wearing gloves, use of boxes to carry items, etc.	SS & Arlene Glasgow			
TT25 6.1	Follow up with OUH for Fire Safety remedial work to be completed	AP			
TT25 6.2	Provide clarity on what to do for the NDCLS Level 4 labs on Clin Biochemistry side and for the Academic block side (already action 6.1 in HT25 report) in event of evacuation	AP			
TT25 6.3	Make sure extension leads (currently behind locked doors) are moved to the kitchenette for out-of-hours access.	AP			
TT25 6.4	Report any blackouts and brownouts to AA	All			
TT25 7.1	Arrange a meeting with TM and SS to discuss Risk Assessment for handling Syphilis-positive samples	SH			

TT25 7.2	Follow up with SC what prior training documentation exists for the FACS machine	AP			
TT25 8.1	To ensure a permit to work is obtained before any contractors (e.g. Labmode for servicing/ repairs, Zurich insurance reps) go into the room	AP			
TT25 9.1	Close the needle stick injury report on IRIS	AP			
TT25 9.2	Include a reminder about near-misses in the NDCLS newsletter, to educate everyone on what near misses might be and their relevance	AP			
TT25 10.1	remind NDCLS members to complete the DSE self-assessment, via the Safety newsletter / NDCLS newsletter	AP			
TT25 11.1	Consider putting findings from lab inspections in the Safety Newsletter	AP			
TT25 11.2	Append lab inspection reports to the future DSAC meeting Agendas	AP			
TT25 11.3	Align inspection schedules for the GMG Lab (incl ORB with NDS representation), Academic Block labs, and Level 5 lab.	AP			
TT25 12.1	Escalate concerns to Keith about impact of implementing the travel policy (S1/25) for those travelling to CHG/FGF daily due to the closure of the JR BMS	AP			
TT25 12.2	Add daily trips to CHG/FGF by members of GM group,	AP			

	to the risk register for NDCLS				
TT25 12.3	Determine the impact of designating FGF as a "usual place of work" for members of GMG in context of S1/25	AP			
TT25 12.4	Ensure all members of the department are aware of training requirements for travel risk assessments and that they plan accordingly for travel and fieldwork	AP			

Actions from previous DSAC meeting

Ref	Action	Owner	Date	RAG rating	Comments
HT25 4.8	send list of their sample boxes (not individual sample locations), to AP (to include samples in LN2 (start with LN2) -80, -20).	KM, HD, SI, AA, SC			Action from MT24 broken down into actions HT25 4.9 - 4.13
HT25 4.10	Combine contents of Boulwood group boxes into a smaller number, for ongoing archiving (in LN2).	HD			Ongoing
HT25 4.12	Some samples in LN2 will be shipped to NDORMS when they have space available. A large number of samples can then be disposed of, while one or two boxes of hybridomas will need to be retained for long-term storage.	AA			Movement to NDORMS pending an imminent meeting with someone there when space is available; NDCLS will retain the remainder using Royalties to cover share of LN2 refills but NDCLS takes no responsibility for the samples (back-ups at UK Biocentre)
HT25 4.13	ORB planning to reduce their collection size by maybe 50%, at some point this year. DMP to keep NDCLS updated on this so we can plan accordingly.	DMP			ORB have made progress with decreasing the size of their -80 sample collection. LN2 to be done in the future.

HT25 4.15	Generate similar RA front page for recording annual reviews (due Nov 2025). SJ has sent a reminder (4th March) and a draft front section.	MA			MA is aware that this will need to be done by Nov 2025.
HT25 6.1	Develop and communicate clear instructions on who is Team 1, Team 2 or Team 3 in case of fire alarm	AP			Ongoing
HT25 6.3	Send email for all to identify circuits / that we might ask the hospital to transfer to Standby system	AP			Ongoing
HT25 7.1	To work together on how to demonstrate NDCLS compliance with Laser policy, as a pilot for other types of policies that will need to be cascaded	AP & SC			Ongoing
HT25 7.6	Check who might already have an RA on laser pointers and temperature guns and share with SH&KM.	AA			Not done, leave with AA
HT25 7.7	Adapt template (laser pointers etc) provided by AA rather than 're-inventing the wheel' for NDCLS use.	SH & KM & EW			Awaiting example from AA, consider including ORB bar code readers
HT25 11.2	All those involved in handling gas cylinders to complete the Gas Cylinder Safety Training.	SH			GB, HD, EC, KM have completed; not applicable in VC (Harvala) lab
HT25 13.3	Undertake DSO induction training	SC			Scheduled for next term
Not logged	Ensure items are removed from high shelves that can impede fire alarm systems (smoke detection) (as noted in level 5 inspection)	AP			Ongoing

Appendix 2: Termly Accident statistics

Accident type	Accident/incident number per term			
	Michaelmas 2024	Hilary 2025	Trinity 2025	Total
Allergies				
Chemical Spills / Gas release				
Burns and Scolds				
Eye Splash				
Needle Stick / Sharps Injuries/Bite		Incident reference number 6313- A staff member sustained an injury due to a needlestick incident while conducting procedures within a biological safety cabinet- Resolved (AP).		
Cuts Inc. Scalpel Injuries				
Slips / Trips / Falls				
Struck by / Against				
Near Miss	Incident Reference Number 5814 - Fallen section of the building's metal structure obstructing the fire exit- Resolved (AP)	Number 6048 - Fire alarm system not functioning for the Academic block- Resolved (AP)		
Fire				
Electrical				
Allergies				