

MINUTES from Termly NDCLS DSAC meetings

Date & Time	March 4th, 2026 12:00hrs till 13:30hrs.	Term	Hilary26 (HT26)
-------------	--	------	-----------------

Attendance (*online)

Role (non-lab buildings)	
Head of DSAC (chair)	Professor Deborah Gill (DG)
Departmental Safety Officer (DSO)	Ajay Pandey (AP)
Deputy DSO	Apologies
Fire Officer	Ajay Pandey (AP)
Divisional Safety Officers (DivSO)	Eleanor Booth-Davey (EBD)*
Staff Representative	Emily Castells (EC) Dr Hamid Dolatshad (HD) Dr Stephanie Jones (SJ) Dr Kamran Miah (KM) Shannah Secret (SS) Lee-Anne Stork (LAS) Dr Medina Abudula (MA) Dr Abigail Lamikanra (AL)* David Maldonado-Perez (DMP) Stephen Minay (SM)
Student Representative	Vidushi Chug (VC)
Union (UCU, Unison, Unite) Representative	Professor Steve Hyde
University Safety Officer	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	

1. Apologies

Role	Full Name
Divisional Safety Officer Staff Representative	Dr Amanda Anderson (AA) Dr Brian Shine (BS) Professor Steve Hyde (SH) Assoc Prof Shijie Cai (SC)
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

No changes

3. Approval of Previous Termly DSAC Minutes

Minutes of the previous meeting were APPROVED

4. Follow-Up Actions from Previous Termly DSAC Meeting

From prior meetings:

Liquid Nitrogen archiving:
Actions for AA (**HT25 4.12**) & DMP (**HT25 4.13**) to condense contents of LN2 storage boxes for Banham group (AA) and ORB (DMP). *Update: some progress made but needs more work. Cost of NDCLS refills is being split between ORB, GMG, NDCLS (Banham cells), & SC group as calculated for 2026 on basis of existing contents. DSAC agreed to keep this cost split even if the ultimate goal would be to reduce to only one cryobank (necessitating less frequent dewar changes). SJ raised the POs for GMG.*

Action for AP (**MT25 4.5**): once all boxes in LN2 known, AP would be appointed 'gate keeper' for non-ORB staff/samples.

Action for AP (**MT25 11.2**): to ensure that updated reports with actions progress are circulated to NDCLS DSAC members ahead of every meeting. *See Section 11.*

From MT25 meeting and on the agenda for discussion:

Action for AP (**MT25 4.1**): to put low-power lasers on the departmental risk assessment stating these are low risk, no further control measures required. *Ongoing*

Action for KM (**MT25 4.2**): to send specs of temperature gun to AP. *Completed.*

Action for AP (**MT25 4.3**): to encourage all to hand in any Laser pointers where they are not sure about the power. *None received, completed.*

Action for DMP (**MT25 4.4**): to inform AP whether bar code readers in ORB are LED or actual laser (what type of laser) and provide references to mention in the RA and describe as either covered under the RA for portable items with lasers or not, to determine training needs. *DMP to send the details of the plate reader to AP.*

Action for SS (**MT25 7.1**): to send updated RA on Syphilis positive samples to SH with chairs action for final approval. *See Section 7.*

Action for SS (MT25 7.7): using suggestions made by the DSAC, update and then email a new version of the sample transport RA ahead of the next meeting for sign off by the committee. See *Section 7*.

Action for AP (MT25 9.2): to purchase a suitable back up Bunsen burner. *Ongoing*

New actions from HT26:

Action for MA (HT26 4.1): to raise 9 POs for SC group share of LN2 refills.

Action for AP (HT26 4.2): to raise 10 POs for Banham cells share of LN2 refills.

Action for SJ (HT26 4.3): to add discussion on ownership of Banham samples to Unit Heads agenda as AA no longer in NDCLS.

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

- Updates including new Fire Safety section to be reviewed by NDCLS DSAC

The SHSO was not circulated in advance, but an amended version now has Fire Safety section, and other minor changes made based on discussion at previous DSAC meeting.

Action for SJ (HT26 5.1): to circulate updated SHSO to the committee with minutes of this meeting.

Action for DG (HT26 5.2): to sign off SHSO by chair's action.

6. Fabric of the Building

Fire Safety:

- Fire Safety remedial work update (Actions **MT25 6.1**) – AP. *included in discussion below.*
- Fire exit over roof of academic block – AP. *now under Fire Risk Assessment.*
- Fire Risk Assessment for NDCLS following visit from Fire Risk Assessor (Dec'25) – AP

Fire Risk Assessment actions are now available for AP to work through, some already known and/or already done; AP to update on progress at next DSAC.

AP has received formal communication from the safety manager for OUH confirming that the Gene Medicine Group lab (room 4834) is no longer an evacuation route.

It was agreed to continue to leave the door between level 4 lab (4834) & Clin Biochem unlocked.

Action for AP (HT26 6.1): to update NDCLS DSAC on progress with actions on the Fire risk assessment at next meeting.

Other reports:

- Incident raised on IRIS relating to leak in 4834D: OUH Estates have done an inspection sampling for asbestos; once results of asbestos test are shared, a plan will be made for how to proceed. No anticipated risk to people in the room in the meantime.

7. Other Building Specific Safety Updates

Biological safety update - HD

- RA for handling Syphilis-positive samples following review by SH, TM, SS (**Action MT25 7.1**): *Version 7 was circulated before meeting; email comments sent by AL and from EBD in meeting ("suitable", "relevant" are not specific enough; e.g. waste disposal – should say how to specifically dispose of waste and avoid having to refer to another document, e.g. "2% virkon" rather than "suitable disinfectant"). Committee agreed for sign off on Chair's action without further circulation to committee.*

Action for SS (HT26 7.1): apply AL and EBD comments to RA using tracked changes, return to SH and DG for final sign off on Chair's action.

- RA for transporting samples between labs (**Action MT25 7.7**) – *Version 5 circulated before meeting; some improvements still to be made (including to make it clear what this might apply to (i.e. refer to types of reagents that might be transported, regardless of level of risk), indicate residual risk, include the risk matrix used, explicit instructions on how outer box should be labelled). AL had suggestions about different types of hazards (environmental should be graded with similar harm of biologicals and chemicals) and manual handling (add having a buddy if necessary for doors especially for less experienced staff as a control measure). EBD confirmed that we don't need to use a University RA proforma, as long as our RA meets requirements. EBD suggested adding a picture of suitable packing of a typical item (IATA 650 principles). EBD also asked that we make it clear that this is an SOP as well as a RA: including stepwise description of the procedure (before you leave the lab, once you go out, when you arrive at the destination lab, etc).*

Action for SJ (HT26 7.2): to ask EBD for reference of suitable, compliant containers, and include feedback above in next draft of sample transport RA.

Laser safety update – SC

- Low-power lasers onto departmental risk assessment - AP – *completed.*
- *No updates this term.*

Training update - AP

- Local courses (LN2) – *not discussed.*
- Other courses - *the new system for DSE assessment is now available, **do not use the old one.** Staff and students will receive notification when due. Should notify even those who last did it in the old system, with better oversight at MSD level. Some problems with the data pulled through from PeopleXD, so some double-checks are needed at NDCLS level, but the expectation is that staff and students will be notified when the annual assessment is due.*

Action for AP (HT26 7.3): to ensure new DSE assessment tool is flagged in NDCLS newsletter.

- Payment for compulsory safety training by MSD (Action MT25 7.9) - *The Safety Office has introduced a new charging model for three eLearning courses — Dry Ice Safety, Liquid Nitrogen Safety, and Gas Cylinder Safety — due to sustained increases in demand. From 1st February 2026, costs will be shared: the Division will fund £25 per learner per course and the Safety Office will cover the remaining £25. As there is no central way to identify who requires these courses, departments must ensure that only staff with a genuine need are enrolled. **NB: no need for NDCLS members to raise a PO to book onto courses.***

Action for AP (HT26 7.4): to ensure arrangement for funding of mandatory safety training is flagged in NDCLS newsletter.

8. Safety Update

New policies and instructions expected in May 2026.

9. First Aid

- Accidents/Incident Reports - AP
 - incidents requiring first aid
 - near misses
 - other incidents
- Accident Trends - AP

Nothing new apart from incident in room 4836D (see Section 6).

10. Ergonomic

- DSE Update – NDCLS report snapshot - AP
- Manual handling update
- Any Other Ergonomic Issues to be Reported

Nothing to add.

11. Inspection Reports

- Update on actions raised in Level 4 & 5 Lab Safety Inspections – AP
No actions remaining from previous GMG Level 4 inspection; level 5 has some actions still outstanding, for Heli Harvala and Monique Andersson still to complete.

Action for AP (HT26 11.1): to circulate the status of lab inspections to DSAC, so we can learn from each other.

- Scheduling of next inspections – AP
Planned inspections for Heli Harvala and SC lab 24th March. GMG inspection date tbc.

Action for SC (delegated to MA) & Heli Harvala (delegated to SS) (HT26 1.2): to ensure completion of pre-inspection checklist, to make inspection more focussed and useful. SS and MA to arrange time for a meeting with AP before the inspection.

- Pre-inspection checklist - AP
DG commented that the pre-inspection checklist form is not entirely straightforward.

Action for all (HT26 11.3): to give feedback on completed pre-inspection checklists to improve ease of use of RDM template for NDCLS purposes.

12. University Policy / Safety Instructions

- Prevention and Management of Work-related Stress - AP
AP is waiting to hear from Luke Evans (RDM Head of Operations), then will also involve NDCLS HR Supprina Thebe.

No new policies or safety instructions since those notified to NDCLS in November 2025. Will expect an ongoing requirement to increase professionalisation of Safety roles.

DSOs from RDM divisions met to share best practice and knowledge and will start to combine efforts.

Action for AP (HT26 12.1): to ensure information on the new point of contact (Luke Evans) for referral regarding World Related Stress at RDM level is circulated to everyone.

13. Any Other Business

- Travel Risk Assessment update based on feedback from other department via AA – AP

SJ shared suggestions of modifications to make with AP. EBD emphasised that we should not change the substantial contents, but a new front cover was acceptable; she suggested we contact Stephen Kuo (DSO) at Centre for Tropical Medicine and Global Health) for the aide-memoire they have developed. If travel should be significant risk, it should be on the SHSO as such – DSAC agreed this is not the case for NDCLS. EBD also recommended Chris Williams (Safety Office) be consulted on the proposed template once AP & SJ finish drafting

Action for SJ and AP (**HT26 13.1**): to discuss the contents, then check with Chris Williams.

14. Date of Next Meeting

Survey for a date in June

Appendix 1- Actions

Actions from this termly DSAC meeting

Ref	Action	Owner	Comments
HT26 4.1	Raise 9 POs for SC group share of LN2 refills	MA	
HT26 4.2	Raise 10 POs for Banham cells share of LN2 refills	AP	5 refills raised in Jan
HT26 4.3	Add discussion on ownership of Banham samples to Unit Heads agenda as Amanda no longer in NDCLS	SJ	Complete
HT26 5.1	Circulate updated SHSO to the committee with minutes of this meeting	SJ	
HT26 5.2	Sign off SHSO by chair's action	DG	
HT26 6.1	Update NDCLS DSAC on progress with actions on the Fire risk assessment at next meeting	AP	
HT26 7.1	Take AL and EBD comments on board to amend the RA0027 using tracked changes, return to SH and DG for sign off on Chair's action	SS	
HT26 7.2	Ask EBD for reference of suitable, compliant containers, and include feedback from committee in next draft of sample transport RA	SJ	Complete
HT26 7.3	Ensure new DSE assessment tool is flagged in NDCLS newsletter	AP	Complete
HT26 7.4	Ensure arrangement for funding of mandatory safety training is flagged in NDCLS newsletter.	AP	
HT26 11.1	Circulate the status of inspections to DSAC, so we can learn from each other	AP	
HT26 11.2	Ensure you complete the pre-inspection checklist, which helps make inspection more focussed. SS and MA to allow time for a meeting with AP before the inspection	SC (/ MA) & HH (/ SS)	
HT26 11.3	Give feedback on the pre-inspection checklist (from those that have completed it) that can be used to improve RDM template for NDCLS purposes	All	
HT26 12.1	Ensure information on the new point of contact for work-related stress referral at RDM level is circulated to everyone	AP	
HT26 13.1	Discuss the contents of updated travel risk assessment template, then check with Chris Williams	SJ & AP	

Actions from previous DSAC meetings

Ref	Action	Owner	Comments
MT25 4.1	Put low-power lasers on the departmental risk assessment stating these are low risk, no further control measures required	AP	Ongoing
MT25 4.2	Send specs of temperature gun to AP	KM	Complete
MT25 4.3	Encourage all to hand in any Laser pointers where they are not sure about the power	AP	Complete
MT25 4.4	Inform AP whether bar code readers in ORB are LED or actual laser (what type of laser) and provide references to mention in the RA, and describe as either covered under the RA for portable items with lasers or not, to determine training needs	DMP	Hand-held scanner for barcodes: Class 2; Plate reader scanner: tbc
MT25 4.5	Once all boxes in LN2 known, a gate keeper will be appointed for non-ORB staff	AP	Ongoing
MT25 5.1	Provide text for new section of SHSO on Fire-related risks	AP	Completed
MT25 5.2	SJ to update SHSO with change to ORB PI	SJ	Completed
MT25 5.3	Report any changes needed to SHSO to members of the NDCLS DSAC when new policies / instructions are issued	AP	Completed
MT25 6.1	Further investigate historical context and possibly move the cost back to OUH. Consider whether the evacuation route from John Warin Ward has changed and no longer requires access to GMG lab	AP	Completed – No longer relevant
MT25 7.1	Send updated RA on Syphilis positive material to SH with chairs action for final approval	SS	Completed- New action above
MT25 7.2	Add a line “What has changed” in annual review template sheet	SJ	Completed
MT25 7.3	Inform Tracey of all RAs that are being made inactive and check how we should archive these	SH	Completed
MT25 7.4	Update all RA documents and upload to NDCLS H&S website according to outcome of MT25 7.3	SJ	Completed
MT25 7.5	Show Arlene and Medina the spare transport bags to assess suitability	DMP	Completed
MT25 7.6	Find out and provide to SS and Arlene reference of boxes in use at CHG for contained transport	AA	Completed
MT25 7.7	Using the suggestions made by the committee, update then email a new version of this RA ahead of the next meeting for sign off by the committee	SS	Complete (new action above)
MT25 7.8	Flag lack of monitoring (-80 freezers) to Shijie and discuss options, including adapters mentioned by AA	MA	Completed

MT25 7.9	Email Chris Price (MSD registrar) to query process for enrolment fee for compulsory safety training being covered by Division.	AP	Complete
MT25 7.10	Provide list of all those who have not yet completed the training to DG for follow up ahead of deadline	AP	Completed
MT25 7.11	Circulate new Travel risk assessment template to AP when ready	AA	Complete
MT25 8.1	Ask RDM to implement making acknowledgement of H&S responsibilities a condition of becoming a PI	LAS & AP	Completed
MT25 8.2	Remind all members that they need to provide all the inner parts of centrifuges and similar equipment when being serviced and to do regular visual checks when using equipment that could be hazardous in case of a malfunction.	AP	Completed
MT25 9.1	Work out why there was a delay with getting blood samples through Occupational health	HD	Completed
MT25 9.2	Arrange journal to reimburse student and either find or purchase a suitable back up bunsen burner	AP	Reimbursement completed
MT25 11.1	Ensure SC and someone else from his lab are available for the inspection	SC	Completed
MT25 11.2	Ensure that updated lab inspection reports with progress on actions are circulated to NDCLS DSAC members at every meeting	AP	New action above
MT25 12.1	Send Policy Assurance document (dated), assurance can be ongoing	AP	Completed

Appendix 2: Termly Accident statistics

Accident type	Accident/incident number per term			
	Michaelmas 2025	Hilary 2026	Trinity 2026	Total
Allergies				
Chemical Spills / Gas release / Asbestos		8286- Asbestos related incident		
Burns and Scolds				
Eye Splash				
Needle Stick / Sharps Injuries/Bite	7090-Needle prick			
Cuts Inc. Scalpel Injuries				
Slips / Trips / Falls				
Struck by / Against				
Near Miss	7245- Bunsen Burner 7455-Damaged extension board			
Fire				
Electrical	7455-Electrical safety near miss			