

Executive Summary Minutes of the Nuffield Division of Clinical Laboratory Science Departmental Safety Committee

Proceedings

Meeting called to order at 11.00am on 14 October 2015, (held in the NDCLS Seminar Room Level 4 Academic block) by chair Dr Andrew Graham.

Minutes from the previous meeting were reviewed and approved with no substantive changes.

Reports from Safety Office – Biological, Fire and Electrical

- Steve Wain Trust fire officer is staying for the next 6 months.

Electric testing Report

- Dr Andrew Graham reported that PAT testing was completed in May and would return next year.

New Circulars from Safety office

Student placements S2/5

- The HSE requires the University and more specifically departments to ensure that as reasonably practicable that their students, while on placement, are not exposed to significant risks to health and safety. Additional requirements also apply to those under the age of eighteen (i.e young persons).
- Dr Andrew Graham suggested that checks should be made prior to the placement, which should include liability insurance of the hosting institution. Clarification of supervisory responsibilities and research programme so everyone is aware of their duty of care.
- Appropriate risk assessments should be made regarding the location and working environment of the host institution.
- Visiting student placements to NDCLS; supervisors need to be aware of their duty of care responsibilities. This will be covered in the Responsibilities of Supervisors course to be held in March 2016.

Memoranda

M6/15 Safety training Syllabus Michaelmas Term 2015

- Dr Andrew Graham circulated the training programme and courses were highlighted for action by relevant staff groups.

PI Safety training responsibility course

- Dr Andrew Graham and Dr Amanda Anderson have arranged an onsite session in the Responsibilities of Supervisors course on Wednesday 2nd March 2016, 3-5pm, in the WIMM seminar room.

NDCLS HASMAP Safety audit by university Office action plan update

Risk assessment

- Dr Amanda Anderson has held several meetings with safety reps to agree on a consensus pro forma risk assessment document. The proposed template was presented at the meeting and met with positive feedback.
- Professor Alison Banham suggested that record of annual review should be highlighted on the front page.

Display screen assessment

- Stacey Da Silva in the capacity of Admin Safety rep reported that following the recent safety inspection of the NDCLS admin area, staff had been made aware of the importance of completing DSE self-assessment programme. The response had been encouraged by Professor Alison Banham as Head of Department, being the first to complete the online assessment.

Liquid Nitrogen Cryostorage Facility Update- training course

- Dr Andrew Graham reported that together with the Cryostorage managers have arranged an onsite training course with Dr Graham Ross, date to be confirmed for early 2016.

Microbiological waste arrangements

- Tasneem Hassanali reported to Dr Andrew Graham that the OUH Trust, since September had refused to autoclave NDCLS microbiological waste. The matter was referred to the divisional safety officer, who has been in discussion with OUHT managers. Currently waste is going for incineration, following disinfection with Virkon, without autoclaving.

Lab Inspections-Level 4 Clin Bio,Level 4A Admin; Level & Lab & MIU

- Lab inspections took place on 15 July 2015 and the admin are on 16 September 2015.
- Dr Andrew Graham reported that although there were many minor safety comments overall it was a satisfactory inspection taking in to account the refurbishment requirements of the lab. Particularly notable comments in the Clin Bio lab were the electrical sockets in procedures room, 4834B, which were not earthed.
- In the admin are overall the assessment was satisfactory, however staff were unsure of aspects of health and safety, which included the fire assembly point, the lone working policy and the DSE assessment programme.

Accidents/incidents and near miss reporting

- Dr Andrew Graham reported that a member of staff had received a minor burn from hot melt glue in a binding machine. As a result of this incident Dr Andrew Graham stated that all members of all staff should be trained in the use of equipment and SOP's should be produced and reviewed.

Any other business

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Next meeting – To be advised for Hillary Term 2016