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**Experimental Medicine Division**

**Departmental Health and Safety Committee Meeting**

* 23rd October 2012

**Present:** Karen Clifford, Robin Sparkes, Carolina Arancibia, Sarah Morrish, Kate Alford, Andrew Thomson, Dai Griffiths, Derek Hood, Graham Ross, Jo Hovard, Donald Warden, Michalis Papadakis

**Apologies:** Fiona Powrie, Brad Sutherland, Jon Silk, Julie Hamilton, Jenny Middleton, Phillip Allen Joy Bull

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|  | **Action** |
| 1. **Outstanding items from last meeting** 2. The Health and Safety Reports are still outstanding. Graham assured the Committee that they would be ready for the January meeting. | **GR** |
| 1. Limb bin collection on L7 is still an on-going issue. L5 have a regular Carillion worker so bins get collected from the labs but L7 have a high turnaround of Carillion staff so not everyone has access to the labs to collect the bins easily. Graham said that leaving bins in the corridor was not a sensible option. He will speak with Carillion to find out of there is a contact that can be given access to the L7 labs. | **GR** |
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| 1. **Safety Office Memos/Policies**   **S1/12** – This policy has now been published on the website.  **M10/12** – Karen has done the departmental risk assessments but has not heard anything back as yet. |  |
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| Graham told the Committee that a skin care policy regarding the use of emollients had been updated and is available on the University website. Graham said that there should be no personal hand creams or cosmetics in the labs. Graham suggested that Karen do a review of what is in the labs already. | **KC** |
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| 1. **Accident/Incident Reports**   Nothing to report |  |
| 1. **Risk assessments/COSHH/GMO assessments**   Three GMO assessments were sent around. The circulation of the assessments was thought to not be very efficient. B Sutherland previously mentioned and Andrew suggested that they should be sent around electronically and asks for an electronic reply by a set deadline. |  |
| 1. **Laboratory Safety**   The Departmental H&S self-assurance toolkit was submitted at the start of October. This will go to Brian in the H&S office who will review and then give an assessment mark.  PPE Non-compliance – Karen reported that if people are seen or reported to not be wearing appropriate PPE their team leader will be notified. If they are seen a second time to not be complying then their access to the lab will be removed and a meeting will be held with their team leader. |  |
| 1. **Fire Safety**   Robin told the Committee that there was nothing new to report. Robin is still waiting for the assessment form the Trust. |  |
| 1. **Other**   Graham informed the Committee about an incident at the Old Road Campus where someone put dry ice into an enclosed freezer which was then opened the next day causing the person light headedness. Graham suggested that a warning about dry ice not being stored in an enclosed freezer be added to any H&S manual if it is not there already.  Donald asked about the transfer of a freezer from L4 to the West Wing and whether there were any H&S issues. Karen said that she had used HRH to move a freezer before, they packed everything up inside for the move but there was no H&S issues to worry about. Robin mentioned the difficulty in accessing the maintenance lifts on L4 due to restricted access areas. Bio Chemistry will need to give access. |  |
| * Lab Management Website Link: [www.expmedndm.ox.ac.uk/lab-management](http://www.expmedndm.ox.ac.uk/lab-management) | |
| * **Date of next meeting:** Tuesday 29th January, 11am (Room 7502, L7) | |