**Experimental Medicine Division**

**Departmental Health and Safety Committee Meeting**

12th October 2011

**Present:** Karen Clifford, Katja Simon, Robin Sparkes, Chris Jenkins, Brad Sutherland, Derek Hood, Graham Ross, Jon Silk, Karen Dingle, Sarah Morrish

**Apologies:** Jo Hovard, Carolina Arancibia, David Griffiths, Helen Ferry, Fiona Powrie

1. Karen asked Graham to go through each of the policies listed on the agenda.

**S2/11 –** This is a new policy which came about after a request from Council to review how Health and Safety is arranged in the University. It sets out the guidance and structure that Heads of Department over see everything in the department but it is the managers that delegate responsibility down to supervisors.

**M4/11 –** This policy is a reminder that if there is a need to contact the fire services this should be channeled back through to the University Safety Office. Any issues within the department should go through the appropriate people e.g. Karen and Robin.

**M5/11 –** Safety training is available. Graham would like staff to encourage new comers to attend the training, specifically Biological and GMO safety, and Liquid Nitrogen safe handling. Robin said that all the training courses are available to view on the Lab Management website. You do have to book onto the training and give sufficient notice and excuse if you are no longer able to attend.

**M6/11 –** Graham said that there had been a few serious incidents from the bulk storage tanks. This policy asks departments to look at their current arrangements they have for Liquid Nitrogen.

1. Karen went through the recent accident reports. Dust pan and brushes are now available in all labs to clean up any breakages etc. Karen asked that all incidents, however small be reported to herself and Robin. There are spill kits in the main TGU lab by the sink and in the Level 7, Liquid Nitrogen room.
2. Registration forms for visitors are to be filled out and the department notified as soon as people are aware a visitor will be coming. This needs to be done in good time to ensure that inductions can be provided, access to labs and computers can be arranged, University Cards are ready on their arrival etc. Some visitors may need visa’s sorted. Depending on what the visitor will be doing, if they are here for one day and using the labs then they will also need the relevant paper work including risk assessment of activities signed off prior to their visit. Work experience visitors also need forms filled in.
3. Karen has done a review of all risk assessment documents for the department. She has forwarded her report to both Fiona and Jo. Both agreed that the level of risk assessments need to improve. Karen has sent everyone the report in the department. Karen will be checking the progress.

GMO work needs to be passed by the department committee e.g. the Dunn School GMO moving to the JR. Graham said that Heads of Department need to approve the move. After the risk assessments have been passed through the local GMO committee.

Karen has done a review of Occupational Health Surveillance with Karen Ralph from OHS. This was to make sure that everyone in the department was registered with OHS. Graham is to sign all HS1 forms and send to OHS. The forms Karen sent round asked people what they were working on which determines the risks, e.g. if you are working with animals or blood. Office workers don’t need to fill out a form. Karen said that she will be doing an annual review by asking people to fill in the small form and she will check them with OHS.

1. Training courses and helpful web links e.g. project licenses; links to safety office etc are available on the Lab Management website. Robin asked that people send him any information which they would like added to the site such as new seminars or departmental news. Katja asked whether there was anything about Ethics applications on the website. Karen agreed to speak with Carolina about this to find out if she was able to put up some information. Helen is looking to add something about flow facility.
2. Radiation – this wasn’t discussed as Joy was unable to attend.
3. Graham informed the meeting about the Liquid Nitrogen vessels and that they are having base plates added to them for safer handling. People will be coming to measure up shortly and then the vessels will be taken off site for the base plates to be fitted. This will all happen in the next few weeks. There will be no disruption to LN2 supply.

Graham also highlighted the shipping of biological materials/specimens. A review will take place of who is shipping what and how. This is to make sure that the proper procedures are being followed. Graham said that he is happy to come and talk to people about this. If proper procedures are not followed serious incidents can occur. These need to be followed even when moving items locally. It was agreed that minimum requirements for shipping should be made accessible on the website and information provided in the labs and offices.

* Lab Management Website Link: [www.expmedndm.ox.ac.uk/lab-management](http://www.expmedndm.ox.ac.uk/lab-management)

Attachments:

* Visitor form
* Visitor/work experience form
* University card form

**Date of next meeting:** 24th January 2012, 11am (L7 Seminar Room 7502)