**Experimental Medicine Division**

**Departmental Health and Safety Committee Meeting**

24th January 2012

**Present:** Karen Clifford, Robin Sparkes, Chris Jenkins, Brad Sutherland, Derek Hood, Graham Ross, Jon Silk, Jo Hovard, Donald Warden, Julie Hamilton, Alison Vaughan, Joy Bull, Sarah Morrish

**Apologies:** Helen Ferry, Fiona Powrie, Kate Dingle, Carolina Arancibia, David Griffiths, Phil Allan, A Thompson

1. **Safety Office Policies and Memos**

Karen reported that there had been no new safety policies.

There has been a new memo regarding the Safety Training for the Hilary Term. All the details have been added to the Experimental Medicine Management site.

1. **Accident/Incident Reports**

Karen ran through the accidents reported which included a broken ornament which was reported for insurance purposes only and a spillage of agarose containing ethidium bromide onto a lab coat. This was all dealt with properly and nobody was hurt. The lab coat was then laundered.

Jon said that his lab use Safeview by MBS and Chris Jenkins said that they use Gelred but there are sensitivity issues with both of these. It was agreed that there isn’t an effective replacement for ethidium bromide available for all uses.

1. **Visitors**

Karen said that advanced notification of visitors and risk assessments were being carried out and working well.

1. **Risk assessments/COSHH/GMO assessments**

Karen has sent out the risk assessment report to everyone noting that recommendations were required. There is no specific deadline for these but Karen wanted to remind everyone and that she would like to know how this is going.

Karen sent off two GMO reports to the GMO committee. Graham has the two reports, one which he is happy with and another which he has a few queries on but is looking into this and will liaise with Karen.

1. **Laboratory Safety**

The inspection for Level 5 has taken place and Graham said that now that his office move is over he will be able to write the report and send it out. Graham said that he was overall very pleased with everything but did have a few items which need to be improved:

* Clinical waste is currently being left in the corridor to be collected. As the level 5 corridors are open to the public Graham suggests that the waste be left inside the labs before being collected.
* Graham found that some needles and scalpel blades where being re-sheathed and some looked like they were being re-used. This is dangerous and they need to be disposed of in a proper sharps bin after single use.
* Jars in Tissue Culture need to be left in a secondary container ready for collection.
* Non-disposable PPE e.g. cryogenic gloves need to be checked on a monthly basis. Evidence is required to show that this is taking place.
* There has been a review of the Liquid Nitrogen handling. This has been written and re-dated. Graham said that there needs to be evidence that there has been an effective test of the alarm system and that the response to the alarm has been checked.
* Checks need to be done on cold rooms to look at lights and panic alarm.
* There are a few issues with signage but the safety office is dealing with these and they will be put up shortly.

The next phase of the inspection will be the inspection of level 7. Karen thinks this will be done in two halves. The report for level 5 will be sent out before the next phase so people can see what areas to focus on.

Liquid Nitrogen training will be rolled out again. Everyone who attends must sign the attendance sheet. People on level 7 also need to attend the training.

1. **Fire Safety**

The Trust has sent out new times and dates. Robin has put this information onto the lab management website. The sessions are run weekly from Monday to Wednesday and are usually held in the lecture theatre block. Robin asked that people filling the sheet that goes around at the session with full details of name, member of University and department so that they are easier to track. Robin would like to create a log of who has attended as people need to attend these annually.

Graham said that a fire safety audit is required. Steve Wayne is the new fire safety officer and he will be liaising with him on this.

1. **Chemical Disposal**

Robin said that there will be an amnesty shortly (next month or so). An email will be sent out across the department letting people know when this will take place. Graham told Robin that a record will need to be kept as to what has been removed and from where in case there are any questions. Unknown chemicals cannot be dealt with and a chemist would have to be called to establish what they are dealing with and a cost incurred.

Alison said that she would send Robin a list of chemicals that her unit have.

Graham reported that the old waste room will not be used but there is a new store available. Transporting the chemicals to the store will need to be planned.

1. **AOB**

Flow Cytometry – Helen Ferry with the assistance of Karen undertaking a Bio Safety Questionnaire audit to ensure all work is still covered by the initial project listed.

Helen is trying to order a custom cabinet to house the FACSAria which will resolve H&S issues surrounding sorting and aerosol creation of unfixed, unscreened human samples. At the moment, sorting these types of samples is left to the discretion of Dr. Ferry using the information submitted on the BioSafety Questionnaires.

Karen is updating the Health and Safety statement for the department.

Joy reported that the radioactivity source on level 7 was removed last week and the top counter can now go. The plates have been discarded except one which she has donated to the WIMM. Everything has been properly recorded as to where it has gone. The only problem is there may be a radioactivity sticker left on lead bomb in the counter when it is taken apart.

Graham said that the Liquid Nitrogen vessels will still have base plates added to them for safer handling and apologized for the delay in getting this sorted.

Graham introduced Julie Hamilton who is the new divisional safety officer. Julie will be based at the Old Road Campus but will not be working juston a geographical basis. She will be working across the department where ever her expertise will be required. An email will be sent out in a week or so with Julies contact information.

Donald asked about back up freezer space. Robin said that there was a degree of space on level 7.

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

**Date of next meeting:** Wednesday, April 25, 2012 at 1100 in level 7 seminar room.