

Departmental Safety Committee Meeting

24th May 2024

Minutes

1. Present:

Georg Holländer (GH)-Head of Department
Shaka Obhiozele (SO)-Head of Administration
Britta Urban (BU)- Departmental Safety Officer
Iris van Pijlen (IvP)- Biological Safety Officer/CL3 Manager OVG
Amarjit Bhomra (AB)- Wood Group Representative
Julie Hamilton (JH) – Biological Safety Office
Luke Baxter (LB) – Slater Group
Amanda Anderson (AA) - Divisional Safety Officer

Apologies:

Mary Deadman (MD)- Safety Representative IDR
Elizabeth Jones (EJ)-OVG Representative
Fardowsi Kazi (FK) – Servais Group
Graham Ross (GR)-Divisional Safety Officer

2. Minutes of the last meeting

The minutes of the last meeting held on the 1st February 2024 were confirmed.

Action arising from minutes:

Biological Safety:

- Andrew Pollard has been confirmed as Scientific Coordinator for the CCVTM CL3
- Letter from Biological Safety Office about actions arising from the HSE inspection had been forwarded to GH, SO, BU

3. SEG notes and Newsletters:

- a. Safety Training Programme – Trinity Term (<https://safety.admin.ox.ac.uk/safety-training-programme-trinity-term-2024>)
- b. Updated Travel and fieldwork Risk assessment template (<https://safety.admin.ox.ac.uk/travel-and-fieldwork>)
- c. Safety Network newsletters issue 7 and issue 8 were released (<https://safety.web.ox.ac.uk/article/safety-network-newsletter-issue-7>; <https://safety.web.ox.ac.uk/article/safety-network-newsletter-issue-8>)
- d. No new SEG guidance notes have been released

The Safety Network Newsletter issue 8 highlighted the availability of new Health and Safety Basics e-learning package which should be completed by all staff either during induction or ongoing safety training.

Action: BU to e-mail PI's - done

4. Biological Safety

a. Update on HSE inspection

IvP reported that she had implemented most actions but required further input from management on roles and responsibilities of different stakeholders (ie HoD, Directors and PI's), a framework for delegation of tasks and how these are tracked, and documentation on reporting and escalation procedures including an organogram. Since the HSE letter had been issued, the Safety Office has issued an "Biological Safety Action Chart" which has been completed by SO, IvP and BU (see point 4.b). In addition, SO, IvP and BU drew up an organogram for OVG CCVTM where the CL3 laboratories are located.

IvP also reported on requirements to ensure appropriate training of PI's so that they are aware of their responsibilities and appropriately induced and trained. For OVG, PI induction and training is being placed on iPassport to ensure training and re-training is effectively captured.

b. Biosafety Action by role (draft)

Biological Safety Arrangements for all Departments has been captured in a "Biological Safety Action Chart" that describes roles and responsibilities of different stakeholders and requires regular review. The action chart aims to ensure that all stakeholders are aware of their responsibilities. While tasks can be delegated, a process of checking and obtaining evidence that actions have been completed before sign-off is required. The actions contained within the chart will be tested in OVG to ensure that all levels are coherent with best practice and which can then be rolled out across all groups. As far as possible, given the different activities within groups, the chart should be the same across groups.

To ensure effective communication of safety matters and best practice within the Department as well as ensuring that GH and SO are aware of safety issues arising, it is important that all groups are represented at the meeting.

Action: BU to write to PI's whose groups are currently not represented to send a delegate - done.

JH and AA thanked everyone who worked on the response to HSE for their efforts. HSE accepted the response by the University but require further action and updating of processes. Therefore, work on the response to HSE is ongoing.

5. Radiation Safety – not in use

6. Laser Safety

Jesus Reine reported that 5 researchers were trained in laser safety.

7. Fire Safety

Fire risk assessments are currently being carried out across Departments. This will be conducted at the building level rather than by PI's.

8. Accidents and Incidents

Five incidents and one near-misses and one injury were reported for the IDR (appendix 1) all of which have been resolved. BU does not have access to reports for the entire Department. The Safety Office is aware of this.

9. AOB

- a. Graham Ross will retire shortly and his responsibilities undertaken by AA. The DSAC thanked GR for his guidance and support of the Department over the years.
- b. JH provided updated on Health and Safety Initiatives from the Safety Office:
 - H&S e-learning package is now available which is relevant to all staff including experienced staff and students.
 - The Safety Office implemented a mentoring programme for DSOs and is looking at implementing a training and opportunity framework for DSO's. DSO training programme is currently being rolled out with the overall aim to implement NEBOSH certificate as standard.
 - Health and Safety Training Pack for supervisors is being rolled out.
- c. AA referred to a series of notices which she will e-mail and which is attached in the Appendix 2.
- d. IvP requested earlier circulation of DSAC meeting draft minutes.

Appendix 1: Near Misses, Accidents and Incidents January 2024- May 2024

Actions	Inci... Ref No.	Date of Incident	Department, Faculty or School Where Incident Occurred	Building/Location Where Incident Occurred	Incident Type	Incident Description - Please Do Not Include Names of Injured Parties in this Field
	4692	23 Apr 2024	Paediatrics	IMS-Tetsuya Nakamura Building (IDRM)	Biological Incident	Leucosep tube containing 20mL of human blood was spilled (approx 5-10mL spilled) within a centrifuge whilst transferring the tube to the centrifuge, tube was picked up by lid and then bottom part of tube fell into centrifuge (lid had not been screwed on properly in error)
	4624	04 Apr 2024	Paediatrics	IMS-Tetsuya Nakamura Building (IDRM)	Gas Incident	Researcher found using the facility (removing samples from storage tank) without anyone else present. Lone working is not allowed as this is a high risk activity.
	4522	12 Mar 2024	Paediatrics	ORC - Old Road Campus Wellcome Trust for Human Genetics - Henry Wellcome Building (Main Building)	Injury Incident	Fall on the street due to paving stone sticking out. Location: close to where the cycles are parked. This fall led to scraped knees, bruising, swelling, and pain. This happened while walking from the IDRM to the mouse facility of the Wellcome Centre (FGF).
	4508	08 Mar 2024	Paediatrics	IMS-Tetsuya Nakamura Building (IDRM)	Damage Only	While inspection other area of roof, I noticed that the metal cladding appears loose at one corner. While the whole panel seems still secured, high winds may tear this off and cause potential injury below. Inspection and repair needed urgently.
	4464	01 Mar 2024	Paediatrics	IMS-Tetsuya Nakamura Building (IDRM)	Injury Incident	I am allergic to the nitrile gloves in the lab. This week I have been using them all day every day for the first time since I got here and it became evident that I was having a reaction to them. I have already been in contact with James Duggan and Amy Hall and they are working with me to find a brand of gloves I can use that will not cause the reaction. I have some brands that I have used in the past that have been great, so we are looking at potentially getting some boxes for my use here at IDRM.
	4458	18 Feb 2024	Paediatrics	IMS-Tetsuya Nakamura Building (IDRM)	Near Miss	Progressive allergic reaction over 15 minutes... then into a severe anaphylactic shock. Was feeling unwell then shut down lab equipment and left the building. (~4-5 colleagues in building at the time) Anaphylactic shock became severe immediately after leaving the building. Went for help at hospital immediately. No previous history of any allergy. Now have medication in emergency in desk drawer in lab write up space.

Screenshot

Appendix 2 Notices from DvSO

Topic	Item	Commentary	Additional info
Biosafety	HSE CL3 inspection	<p>Safety Critical Control Measures: letter and evidence accepted. Some additional evidence requested - supplied and accepted. Last few training records by end May, else all done for now. Well done everyone!</p> <p>GMO/biosafety returns: Evidence accepted but work will continue. Massive thank you to everyone who assisted/responded and also to Tiphaine Bouriez-Jones and Norberto Escudero Urquijo for the ridiculous amount of man hours they put in behind the scenes for all the data-management/flow</p>	
Divisional Notices	Termly DSO Meetings	Meetings 4 times a year – first one was 22 May. Will rotate through MSD locations but all encouraged to attend all meetings. Including Summer Social. Invitations to next event coming soon.	
Divisional Notices	Safety alerts	Sharps bins - suitability for autoclaving Chemgene - change in formulation	-
Divisional Notices	Online health surveillance registration	MSD supporting online registration process for health surveillance - much more comprehensive form. Please use online process going forwards for staff and DPhil students. To be completed by line managers/supervisors with person being registered. Note: Need to save a copy locally as no closure of loop from Occ Health back to depts. Visitors for more than 12-weeks use Word HS1 document.	Online registration form
Fire Safety	EveryDaySafe Campaign	Be Fire Aware. Posters and videos via comms cascade	Be Fire Aware' campaign
Fire Safety	Fire Risk Assessment survey	MSD had very low response rate for this so please complete the survey if you have not done so. Many thanks to those who have!	FRA Survey
IRIS	Annual IRIS statistics 2023/Q1 2024	MSD very good stats (closing actions, reviewing incidents) etc despite having by far highest number of incidents reported . Keep up the good work. Report more near misses!	All
IRIS	IRIS mandatory training	For named role-holders (e.g. DSO, BSO etc) – non-completers will have access revoked. Named role-holders to be checked/confirmed at every DSAC meeting	All
IRIS	IRIS structure/organisation	If IRIS areas do not make sense for your department let us know as new areas can be created, specifically in shared buildings.	All
IRIS	Safety Office and MSD Safety team monitoring IRIS more actively	Please clear/close down any historic unreviewed incidents/outstanding actions ASAP.	All
Memos	General Memos Name change	Please update any DSAC Agendas with new nomenclature. Safety Notice will share information requiring action. Safety Network Newsletters will also have items requiring actions – make sure you pick out/disseminate/action things from these.	Safety Network Newsletters
Memos	Training Memo M2/24 - Trinity term courses	Safety training courses for this term are now available. Lots of new eLearning courses coming soon including DSEAR, Legionella Awareness, PUWER. Book attendance based on identified needs, recommend refreshers every 3-5 years. Make training reviews part of your PDR.	Safety training courses

Policies	Name change	New policies are being issued as SEG Guidance Notes. Please update any Agenda items with new nomenclature. Make sure you pick out/disseminate/action things from these.	SEG Guidance Notes
Radiation	Personal radiation dosimeters	If you use personal dosimeters for radiation work AND intend to travel to do similar work where you may have to pass through x-ray scanners for security purposes, contact radiation team to collect an additional dosimeter. Enables differentiate between the dose you may receive from your work and the dose that the dosimeters may receive during transit.	rpa@safety.ox.ac.uk
SoSO	Emeritus Professors or PIs that are absent for long periods of time.	Please review arrangements where you have these. HoDs must approve and if possible, add to SoSO. Significant risk section.	
SoSO	SoSOs	Add Facility Managers to SoSO as they control local areas, and CL3 managers.	
SoSO	SoSOs	Please add Amanda Anderson and Patricia Ciccone as DivSOs where relevant	
Training	New training frameworks	Role-related competency frameworks approved by SEG. Started with DSOs - please check the information and core training for your role. DSOs requiring NEBOSH certificate: NEBOSH training course being run by safety office in Jan 2025. Limited spaces. Dept must meet 50% of cost (50% = £625).	Role-related training information
Training	New course for everyone	"Health & Safety Basics" online course. For all current staff/student and capture new starters via induction process	Health & Safety Basics eLearning
Training	Training for line managers	HoD briefing packs being piloted (watch this space) Supervisor eLearning training is being developed (watch this space)	
Training	Training for line managers	H&S Masterclass on 6th June 11-12 via teams as part of POD's 'Confident Manager Series'	Confident Manager Series
Training	DSO mentoring scheme	There are spaces on the DSO mentoring scheme – please contact Chris Williams (Safety Office) if you are interested in having a mentor (or being a mentor).	chris.williams@safety.ox.ac.uk
Travel	Travel risk assessment	Updated template now available on Safety Office website; please use going forward	Travel risk assessment templates
AOB	Safety Contacts survey	Central safety office has issued a survey to all DSOs for completion by 14th June. If you have not received this, please let the Divisional safety team know	
AOB	Martyn's Law	Not yet law but please complete the counter-terrorism module on CoSY (Action Counters Terrorism)	
AOB	MSD Safety Website	New SharePoint website coming from MSD Safety Team! Let us know what you'd like to see	
AOB	Safety video from VC – 28.02.2024 cascade	Everybody needs to watch this https://www.youtube.com/watch?v=avbg83ec9i8	
AOB	Contacting the MSD Safety Team	Shared email address to reach any of the team. Monitored on a rota basis	safety@medsci.ox.ac.uk
AOB	SHEOx	Reminder of SHEOx Teams channel	
AOB	Safety Conference web page	Information from April's conference now available. Includes recordings of sessions for you to watch if you missed them.	Safety Network Conference webpage

AOB	Graham Ross retirement	End of July. Interim arrangements to follow in due course	