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UNIVERSITY OF OXFORD

DEPARTMENT OF PAEDIATRICS

University of Oxford  
Room 02-46-06,

Level 2 Children's Hospital,

John Radcliffe Hospital,

Oxford OX3 9DU

**Minutes of Departmental Safety Committee Meeting**

Wednesday 13th November 2019 11.00-12.00, Paediatric Seminar Room, Level 2 CHOX, JR2

**Agenda**

Present

Prof Georg Holländer Head of Department

Dr Chris Dold OVG representative

Dr Graham Ross DivSo

Mary Deadman DSO

2. Apologies

Vinicius Adriano Vieira Medawar representative

Lynne Roberts OUH embedded staff representative

David Hyland

1. Confirmation of the minutes of the last meeting

These were confirmed shortly after last meeting

1. New Policy Statements and Memos

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| M9/19 | [CWC Schedule 1 Chemicals Licence Renewal  - action required by Friday 1 November 2019](https://www.admin.ox.ac.uk/safety/memoranda/m919/) |
|  | -An email had been sent to all PI’s-nil return entered for Paediatrics |
| M8/19 | [Changes to CWC Licensing Arrangements - CWC SCHEDULE 1 CHEMICAL LICENSING - ADDITION OF RICIN A-CHAIN](https://www.admin.ox.ac.uk/safety/memoranda/m819/)  -Memo was sent to the entire Department in August |
| M3/19 | [Safe use, storage and disposal of batteries](https://www.admin.ox.ac.uk/safety/memoranda/m319/#d.en.278750)  -Memo was sent to the entire Department in March and resent in November. The memo was discussed at the last Health and Safety Inspections with each group. |
| M2/19 | [Managing fire evacuations - fire wardens](https://www.admin.ox.ac.uk/safety/memoranda/m219/#d.en.278727)  -See below. |

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| M7/18 | [New arrangements for David Clulow Eyesight Tests Oct 2018](https://www.admin.ox.ac.uk/safety/memoranda/m718/)  -This memo was sent to the entire Department when issued. |
| M4/18 | [Health & Safety Executive (HSE) Laser Inspection, Laser Protective Eyewear and Laser Controlled Areas](https://www.admin.ox.ac.uk/safety/memoranda/m418/)  -This memo was sent to the entire Department when issued. There are no open source lasers in the Department. CD said that at there last HSE inspection they had been asked about how they secured the area when a laser on the FACS machine was being worked on, they put a notice outside the room. The DI lab have a blind with a “Danger- No entry-Open lasers” warning sign on it, this is on the window of the door that accesses the FACS machine. |
| M3/18 | [Polychlorinated biphenyls (PCBs)](https://www.admin.ox.ac.uk/safety/memoranda/m318/)  -This memo was sent to the entire Department when issued. It is a follow up from a previous memo, we had surveyed the Department when the first memo was issued, we had no PCB containing equipment then and this type of equipment ids no longer available for purchase. |

1. Biological safety

-No biological substances are held in the office areas. All laboratories working with biological substances report to the H&S committees in the buildings in which they are embedded.

1. Radiation safety

-No radiation work is being carried out in the Department

1. Laser Safety

-Discussed above

1. Fire Safety

Fire safety within OUH embedded areas.

Emergency evacuation

-The OUH embedded areas get the same warnings as the rest of the OUH areas. it has been decided that Graham Ross will give a Fire Safety talk to OUH embedded staff in the New Year, this is to ensure that those staff who do not have OUH contracts are up to speed with and recall what to do when they see a fire or hear an alarm .Undine Bruckner, HR, has re-instated the Department Fire Safety notice into the induction pack and on the notice board. During the Health and Safety Inspection the safe evacuation of staff with limited mobility was raised, we will be preparing a new Fire Risk assessment and safe evacuation will be included in this assessment. This forms part of our Health and Safety self-assessment return that has to be completed every two years

1. Accidents and Incidents

-A new on-line form to report Accident and Incidents will be introduced by the University next year. DSO’s and Administrators will receive training on the system. The system will be available to all staff, wherever they are in the world, and the hope is that this will help the University respond quickly to accidents and incidents, and to see trends to allow for training if required.

There were accident reports since the last meeting:

- Two mouse bites-care with animal handling

- A cut from a door latch-door latch filed to remove sharp edge

- A hand injury from a centrifuge lid falling- gas lid support was replaced. Advised to leave lid open when centrifuge not in use as this reduces pressure on support so it last longer. Centrifuges will be added to annual service list.

1. Inspection of Office spaces on Level 2 and Level LG1 in CHOX and Level 2 Women’s Centre.

-There were no major issues in any of the areas inspected. Minor issue were raised and have been addressed.

Letter will be sent to AP re Level LG1 space

1. Any other business

The biennial Health & Safety Self-Assurance Toolkit has been sent out for completion before the end of the year. KEY TOPIC – EQUIPMENT EXAMINATION, INSPECTION and TESTING

Level 0 Storage area. There is now a requirement to wear hi-viz jackets and ear defenders in this area.

-Hi-Viz jackets will be purchased and left in admin office with the key. Will double check whether ear –defenders are required

The policy statement and memos have clickable links to the web site at the Safety Office.