

**Nuffield Department of Clinical Neurosciences  
Departmental Safety Advisory Committee Meeting  
to be held on Thursday 19<sup>th</sup> March 2020, 14:00-15:00 Seminar Room A, Level 6 West Wing**

## AGENDA

1. Apologies : Brenda Cooley  
Present at the meeting (some remotely): Hannah Brooks, Graham Ross, Kevin Talbot, Maen Bazo, Tiphaine Bouriez-Jones, Steve Woodhouse, Scott Thomson, Katie Warnaby, Judith Cossins, Jon Campbell, Michael Sanders, James Brown
2. Minutes of the last meeting (KT) – approved by DSAC committee members.
3. Matters arising (TBJ)
  - a. Actions from last DSAC meeting

Topic:	Action required:	By:	Completed?
<b>3.a.i Fire Wardens</b>	Fire Wardens to be selected for all areas.	<b>TB-J</b>	Yes, Fire Warden listed in SHSO and all warden have or are undertaking Fire warden training
<b>3.a.ii Area representatives</b>	Recruitment drive to find representatives from all areas across NDCN to sit on this committee	<b>All</b>	Still one
<b>3.a.iii Health and safety assurance questionnaire</b>	Approval needed from HOD	<b>KT</b>	Completed.
<b>3.a.iv Safety self-assessment</b>	To bring to next meeting	<b>TB-J</b>	Questionnaire and summary attached.

- i. Fire Wardens: Fire wardens are now listed in the Statement of Safety Organisation and all are undergoing or have undergone training.  
GR pointed out it will take longer though to establish a suitable communication between JR Fore warden and University Department Fire warden. This remain on going.
  - ii. Area Representatives: Two area representative remains missing one from CPSD and one from BNDU – who will become a division of NDCN on 1<sup>st</sup> of April. TBJ to contact Peter Rothwell and Peter Brown respectively to appoint a suitable representative.
  - iii. H&S assurance – completed – this is discussed further down as a separate item.
  - iv. Safety Self-Assessment – completed – this is discussed further down as a separate item.
- b. COVID-19 pandemic and safety considerations for line managers  
Due to remote working, line managers have been reminded of their responsibilities to their staff. Guideline on how best to set up their desk from home has been circulated in the Departmental bulletin. GR highlighted that people may be using their phones or laptops and must be encouraged to take breaks and have a suitable set-up as much as possible.
4. New University Health and Safety policies and memos (TBJ/GR)

- a. Memo M11/19 Display Screen Equipment Self-Assessment Program – note that we are experiencing issues as DSE reports are going to the incorrect DSE coordinator. Safety Office has been contacted and is updating
5. Statement of Health and Safety Organisation – see attached file for approval – note this document will soon change again due to BNDU joining the department and also the upcoming changes to the incident reporting system.
    - TBJ identified as new Biological Safety Officer
    - With the imminent joining of BNDU to NDCN, a new version will be circulated to the DSAC committee members for approval.

#### 6. IRIS accident reporting system (TBJ/GR)

GR reported that despite the COVID pandemic, the delivery of the new online incident reporting system is going as planned though instead of a face to face training for the Departmental Safety Officers, this will be an online training.

TBJ went to a User Approval Test and the incident reporting side of thing is straight forward and intuitive. The release of this new system will be communicated centrally, a shortcut is to be made available on everyone's desktop and an app will be available also.

#### 7. Health and safety self-assurance questionnaire 2019 (TBJ) – executive summary and questionnaire attached.

The DSAC committee members were given a summary of the findings as well as the detailed answers to each question.

GR advised that ideally each department should aim for level 3.

TBJ reported that most indicators are down compared with 2017 exercise, which is due to a lack of records or monitoring processed. A number of actions have been identified and whilst some are quick to implement, other will require long-term planning.

ST pointed out that historically key staff were well versed with local rules, but with the recent turn over there may be a slight dip in knowledge and culture. The waste disposal findings found that such issues were creeping in. The Department will need to tighten this up to ensure that policies and SOP are followed up. Supervisors have been found to relay on the DSO to suitably train new starter.

In other areas culture on PPE has been a noticeable issue, SW and HB reported that wearing of safety glasses is not fully complied with.

GR pointed out that in Chemistry, the HoD created a strong and strict consequences and made example of non-compliance. The University is currently analysing the results from the External Climate Survey, it will be interesting to see how this compare to the self-assurance findings. Users need to feel empowered to challenge others – in this the support from the supervisors and from the HoD is key.

#### 8. Review of Accident and Incident reports (TBJ)

- a. Cut whilst installing a microtome blade – Neuropathology  
KT questioned how samples cut where traced, HB reported that there is a clear track of what tissue is cut. In this instance the user was cut with a clean blade.
- b. Slip (with no apparent cause) – fell backward on back, scratches and back pain resulted from the incident – this was reviewed by OMPI / SCNi, possibly the user's shoes didn't provide enough grip? The user is well and no further action was taken.
- c. User hammered a finger whilst putting together a trolley – procedure and tool reviewed – Wolfson building
- d. Research participant hit their head against the outside cladding of the building – the design of the building means that part of the building overhang over the path and since the building is on a slant, it is possible for people to hit their head on the building – request to install planters to prevent people walking too close to building – Wolfson building.
- e. Whilst retrieving a tray from a high shelf, a metal rod fell on the person and injured their cheek. Step stool made available – review of storage at height – Wolfson Building

9. Any other business (KT)
  - a. Fire Officer report (MB)
    - i. Sprinkler issues in Wolfson Building
    - ii. PEEP form
    - iii. Fire folders for all sites being reviewed
  - b. Review of upcoming significant research activity
    - i. NDCN\_RSCH\_SOP\_001\_Draft\_Controlled Drugs\_150220
    - ii. NDCN\_RSCH\_RA\_001 KetamineDex Study
  - c. Review of Core SOP:
    - i. WOLFSON SOP 001 Roof access.docx
  - d. Review of Departmental policies:
    - i. NDCN safety policy 0013 Waste segregation
    - ii. NDCN safety policy 0015 First aid provision
    - iii. NDCN safety policy 0016 Contractors work
  - e. Review of Core risk assessments:
    - i. NDCN FM RA001 Compressed gases
    - ii. NDCN FM RA002 Use of cryogenics
    - iii. NDCN FM RA003 Safe movement of people
    - iv. NDCN FM RA007 Cleaning and sterilization of lab materials
    - v. NDCN FM RA015 Contractor risk assessment template
    - vi. NDCN FM RA015\_002 Wolfson roof access

10. Date and venue of future meeting (TBJ)

July 2020, date to be confirmed