

**Nuffield Department of Clinical Neurosciences
Departmental Safety Advisory Committee Meeting
to be held on Thursday 2nd July 2020, 11:00-12:00 Seminar Room B/ remotely**

AGENDA

1. Apologies

- Maen Bazo, Brenda Cooley

Present : Tiphaine Bouriez-Jones, Kevin Talbot, Andrew Sharott, Flavie Torrecillos, Graham Ross, Hannah Brooks, James Brown, Jon Campbell, Judith, Leslie Jacobsen, Scott Thomson, Steve Woodhouse, Steven Hughes, Stuart

2. Minutes of the last meeting (KT)

3. Actions from last DSAC meeting

Topic:	Action required:	By:	Completed?
1 Revision of SHSO	TBJ to contact Peter Brown and Peter Rothwell for local safety representative in BNDU and CPSD.	TBJ	Yes, SHSO updated – though CPSD safety rep is on-going due to COVID lockdown, SHSO published on intranet and communicated to staff via weekly bulletin.
2 Revision of policies	<ul style="list-style-type: none"> - DSAC committee members to comments on Departmental policies: - NDCN safety policy 0013 Waste segregation - NDCN safety policy 0015 First aid provision - NDCN safety policy 0016 Contractors work 	DSAC members	<p>No comments received, are all DSAC members in consent that the documents are approved?</p> <ul style="list-style-type: none"> ➤ Update to contractor to reflect COVID measures ➤ Suggest that email you updated document and if no comments then ok to post on intranet ➤ 9th July deadline?
3 Communication on new incident reporting platform	Ensure all staff, students and visitors are aware of the new Incident reporting system when it is launched	Central Uni and local DSO communication team	Yes, Information disseminated via departmental newsletter and integrated in new starter induction. It will also be part of the return to working on site induction.

1. Incident and accident reports

a. First aid report

i. **Needled stick injury – CPSD**

May 4th 12:00 (noon) - After having taken blood from a research participant, a clinician pricked their finger on the needle. They were using a safety retractable needle, but for some reason it did not shut. The clinician did not bin the needle immediately and pricked a finger on the needle. Occupational Health was contacted, the clinician was not under University Occupational Health database – but was registered with NHS Occupational Health. A sample was taken to NHS for screening.

Note this work took place on site as part of OUH clinical work authorised during lockdown.

This highlights need to review all clinicians to ensure that they are registered with Occupational Health.

There is currently liaison between HR and Occupational Health checks during employment process ensures that anyone working with human sample/patient must be registered.

The Trust is insistent to register their staff through their occupational health – but since highlight that our staff and students must notify us if they work on behalf of OUH in our space.

University occupational health will liaise with OUH's to prevent duplication of effort /injections – who takes the lead will depend on whether the main activity is University or OUH.

ii. Car rolled down onto an external electrical box – CPSD

On Tuesday 17th June at 16:45 - An automatic car rolled down from its parking spot into an external electrical box. There was no one in the car at the time of the incident and no one was injured, but there was damage to an electrical box located on the edge of the car park (see pictures below).

Rob Gregg - Head of Electrical Engineering Services – came to site and checked it was safe. It was found that upon the crash there was a short circuit that cause damage to a board in substation Z and also that street lighting was still being fed from the electrical box. Street lighting was isolated.

Street lighting was re-enabled on the morning of the 18th of June and temporary remedial work to the electrical box to prevent tampering was carried out. Further remedial will take place at a later time by OU Estates.



2. Biological Safety update – (TBJ)

a. Biological safety survey

- The survey was sent out across NDCN (all PI) and CVM sent the same form out to their groups also.
- Very good return from all groups, though we're awaiting on amendment due to lockdown restriction – it was agreed this can be done upon RTOSW.
- Steve Hughes was suggested to become a member of NDCN GMO committee to better integrate OMPI GMORA.

b. Meeting GM safety committee

- The committee hadn't met in a while and has many new members – as per SHSO submitted at last DSAC committee.
- Tracey Mustoe also advised that Covid related projects should be discussed in GM committee as it has a wide biological remit.

c. Raising safety standards in Level 5

Eating and drinking in the labs – water fountains have been relocated away from CL2 corridors into adjacent corridors that are not laboratory space. Staff and students have been informed by email (local distribution list) that food and drinks are not to be consumed in CL2 area, not even by the locker (which was previously tolerated). Staff have been reminded to put personal items in provided lockers and have been reminded of the process to request a locker.

3. Fire Safety Update – Maen Bazo

- Concerns were raised over evacuation procedure in West Wing due to Social Distancing – phased escape means that wait in next zone which is the stair lobby on either side of level 5/6 which will block access very rapidly even with few people.
- It was clarified that quick escape is the priority even if social distancing cannot be maintained during the evacuation – once at the assembly point, people are to resume social distancing then.

4. Manual Handling update – Maen Bazo/TBJ

- A reviewed was carried out for Manual Handling Operation within the Facilities team
 - o Liquid nitrogen weekly refill: the existing procedure was not safe. Lifting dewar over a ramp which dewar weighing over 300Kg when full, 2 dewars being refilled every week, 1 dewar pull by one person each. The review lead to a change of the procedure which is that all operations are now a 2-person job with 1 dewar at time being pushed and/or

pulled by 2 people, and also with good communication to avoid injury to feet/fingers. New access was found to avoid ramp.

- Gas cylinder exchange: again this procedure wasn't safe moving 3 cylinder every time an exchange was made – with one person pushing a 2-cylinder trolley. In fact it was so heavy that only one member of the team was able to perform this. Now the procedure has been reviewed and amended to that there is only 1 gas cylinder per trolley with 2 person performing the exchange (1 trolley each) the ramp access point remains in use as there is no drop curve there to facilitate access for BOC driver.

5. Security Update – (TBJ)

Wolfson documents were drafted prior to lockdown and Security Services advice sought out to clarify the evacuation procedure – this has been put on hold during lockdown – will be picked up again once RTOSW has stabilised as it takes up man hours from FacT team.

- Drill due
- WW / FMRIB/ OxSTAR/ Kadoorie review needed

6. Radiation Safety Update – Leslie Jacobson

- Delivery to WIMM no longer possible in future – LJ to contact with Paul Kayente
- LJ pointed out that no order was foreseeable for the rest of the year

GR pointed out a locked box exist in RnD goods-in where radioactive material can be held, which is what LJ has been doing during lockdown. LJ pointed out this practical only for an early delivery due to the notification process as the material cannot be left there overnight.

LJ to formally review procedure with Paul Kayente.

7. Laser safety update – Katie Warnaby

- Audit not carried out due to lockdown

8. Review of Departmental policies:

- a. NDCN_POL_001 Chemical Safety
- b. NDCN_POL_002 Biological Safety

Both those policies above were circulated to lab reps, were amended to reflect comments and received positive feedback

- c. NDCN_POL_003 Manual Handling
- d. NDCN_POL_005 Compressed gas safety
- e. NDCN_POL_008 Out of hours access
- f. NDCN_POL_009 New and expectant mothers at work – RA updated with COVID section
- g. NDCN_POL_011 Supervisors responsibilities

How to best keep track of document version and disseminate?

HB pointed out that the HTA iPassport is used in brain bank really useful.

ST highlighted that training record is something that HR should be involved in also Lynn Ossher

9. Review of upcoming significant research activity

COVID related project RA not sent to DSAC but reviewed directly by the University BSO in the Safety Office. The DivSO advice has been sought out.

➔ Return to on site working risk assessments

- Invitation will be sent from Division, then guidance are followed to assess workplace
 - 1) **building checklist** assess the safety of the building: Water system been flushed, fire system are free from faults, have been tested, lift tested, regulatory checks are in place but also that in house support is in place (ex: first aid boxes) – crucially it assesses ventilation to confirm safe occupancy level or necessary adjustment where needed PPE.

This exercise was really helpful and should become a yearly check.

2) building work plan assesses activity carried out by occupants: all work that can be done from home should be done from home, it remains that only essential work that requires to be at work should be carried out. We must ensure that the Department support those not able to return to work and those working from home. It also considers how people get to work, circulation in building, access to communal area, shared equipment... It is a very detailed document.

Documents are drafted with key stakeholder in the relevant areas.

It considers rearranging equipment, desks, if one way in and out is suitable, with 30-40% of building occupancy.

SH highlighted that OMPI (Dunn School) reopened with a soft start, the risk assessment was approved for maximum space usage, lab bay were not highly populated hence it was easy to rearrange equipment. Booking system setup to maintain social distancing, this will also support contact tracing, occupants are not allowed in unless they have booked themselves in.

AS highlighted that in BNDU (Pharmacology) 3 labs plan to start on Monday, everything is in place, 30% occupancy approximately – most of the activity is in the animal procedure room which is designed for 1 person per room.

GR was interested to hear everyone experience typically 20-30% of people are able to return. It was pointed out that occupants can pop in on ad hoc basis – even if the building was not invited to return.

ST NDCN has received invitation of RTOSW, DSAC of local building are reviewing at local level (BNDU, WIMM), this committee will be reviewing local risk assessment link to the JR site.

KT pointed out that people who have been involved in other RTOSW will have key input. KT asking people to focus on this to look at documents in a timely manner.

Typically building invited return to work take 10 to 21 working day to open, in example, the WIMM was very well geared up for RTOSW took.

It was agreed that mature documents will sent to DSAC, once it has been reviewed and approved, the Dept can reopen the building. In the WIMM each group has their own system to book equipment/bench, in BNDU a communal approach was used. Bookit is a specialised app for lab, many features such as assignment different group, area, who is able to book/when/training/approval... relatively quick easy set up, it was found to be much easier than google .

- FMRIB documentation:

- FMRIB building checklist – outstanding faults on emergency light system which is in hand
- FMRIB- building work plan RA / plans of site
- Workshop
- Scanning phantoms
- Cleaning check list support enhanced cleaning regime
- Induction checklist

Feedback is to be sent to TBJ, who will liaise with relevant stakeholder, comments and revision and then recirculated to the DSAC by email. Once finalised, the documents will be sent to KT for HoD sign off.

10. New University Health and Safety policies and memos (TBJ/GR)

Everything stalled for now.

11. Any other business (KT)

12. Date and venue of future meeting – 15th October 14:00-15:00