

**Nuffield Department of Clinical Neurosciences
Departmental Safety Advisory Committee Meeting
to be held on Thursday 15th October, 2pm via Teams**

AGENDA

1. DSAC members at the meeting:

Apologies - Brenda Cooley

Present - Kevin Talbot, Leslie Jacobson, Michael Sanders, Maen Bazo, Andrew Sharott, Katie Warnaby, Graham Ross, Flavie Torrecillos, Judith Cossins, Hannah Brooks, James Brown, Steve Woodhouse, Scott Thomson, Steve Hughes, Tiphaine Bouriez-Jones

2. Minutes of the last meeting (KT) - all in agreement

3. Actions from last DSAC meeting

	Topic:	Action required:	By:	Completed?
1	Biological Safety survey	to be finalised	TBJ	Not finalised
2	Security drills	Review of security documents	TBJ	Not finalised
3	Radiation SOP	delivery procedure to be updated	LJ	Not finalised
4	Laser	Laser audit	KW/TBJ	Not started
5	Training record	Identifying suitable platform	ST/TBJ/HR	Not started
6	RTOSW	documentation to be reviewed by email	DSAC members	Yes

Given the current circumstances, a number of actions have not been completed – but those will be carried out in the next term.

The Security drill represent a large undertaking, it was discussed whether a communication to all staff would be better suited than an onsite security drill with occupants.

4. Incident and accident reports

a. First aid report

i. Door mechanism fell from ceiling – CPSD – near miss

The mechanism allowing the front door to slide open in the Wolfson building came partly of the ceiling and had the potential to fall on someone entering the building. Luckily no one was hurt. Engineers were on site quickly to carry out repairs. Several An additional bracket was fixed to ensure this cannot happen again. Hence no increase checks are necessary.

ii. Undetected water leak cause ceiling tile to collapse – West Wing – near miss

A ceiling tile in level 5 West Wing became wet from a water leak and the ceiling tile fell close to a lab user

The roof is known to have cracks and it is a long standing issue that repairs are necessary.

This issues affects CVM as well as NDCN, it has been an on-going issue for a number of years now – how can we move towards from here? At least 12 tiles have collapsed in the last 2 years alone. This is a systemic issue, how can we anticipate the event besides frequent building checks? Should those checks be Bouygues' responsibility?

There is a lack of feedback from Bouygues, who come, repair the fault and leave.

Action: TBJ will liaise with Bouygues to identify what is the reason for this issue to repeat itself frequently.

iii. Gas leak from Bunsen burner cartridge – West Wing – near miss

Upon attaching a gas cartridge (not pressurised) to a Bunsen burner, the cartridge leaked and caused gas to be released in the laboratory. It is thought the cartridge was faulty. The user did think of going to the nearest ventilation point, but did not immediately go to the nearest fume hood. Procedures have been amended so that the connection of cartridge to a Bunsen burner is made under a fume hood from now on.

How best to communicate this new procedures or highlight those incidents? A monthly section in the departmental newsletter would be helpful.

Action: TBJ to communication with NDCN communication team as well as CVM.

iv. Broken chair caused user to lose balance – CPSD – near miss

A user lost their balance as they leaned back in a chair because the backrest was not secure. A bolt was found to be loose. This chair had been brought over from level 5 West Wing when CPSD moved in to the Wolfson building – chairs are all being checked.

Users should be expected to check their chair regularly and report issues so they can be dealt with promptly.

v. Undetected water leak cause ceiling tile to collapse – West Wing – near miss

As per section (ii).

5. Biological Safety update – (TBJ)

Following the biological survey, new Genetically Modified Organisms Risk assessments or amendments of existing GMORA have been submitted.

Reviewed by the GM committee were the following RA:

a. GMORA Update

- i. GMORA_035 – Talbot group – Addition of vectors and constructs
- ii. GMORA_049 – Tofaris group: Investigating the role of ubiquitination and degradation in the processing of the coronavirus (SARS-Cov2) spike glycoprotein (Cov-SARS2-S) – Class 1 work

Transient expression of SARS CoV2 membrane protein (S) in mammalian cells followed by immunocapture and mass spectrometry – non mobilisable plasmid

- iii. Not finalised : GMORA_035 – MacLaren group – addition of CrispR work

Clarification sought out re: nanoparticle delivery and whether the AAV integrate into the host genome or do they generally remain episomal

The makeup of GM committee represent the various areas where work is undertaken in NDCN, we have stakeholder with specialised knowledge to review the work and ensure suitable safety measures are in place.

6. Fire Safety Update – Maen Bazo

- a. Steve Emery came to re-assess the fire strategy of the FMRIB building. It was identified that compartmentation has been breached throughout the building. A surveyor will come over next week to inspect and discuss arrangements for repair.
- b. MB is in contact with OUH fire marshals to clarify core hours as well as out of hour response of their team in the event of a fire. A specific agreement between the department and OUH may be necessary.
- c. Fire panel issue : it was found that the signal upon testing the fire alarm did not reach the switch board – Pyrotec came same day to remedy the fault and found that a disablement was in place.

From now on, tests are carried out as “live” tests to ensure signals are received.

7. Manual Handling update –TBJ

- Nothing to report

8. Security Update – TBJ

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

- No progress since last meeting

9. Radiation Safety Update – Leslie Jacobson

- Delivery to WIMM no longer possible in future – LJ in contact with Paul Kayente
- Set up of new delivery process – collection directly by LJ at stores

10. Laser safety update – Katie Warnaby

Audit not carried out due to lockdown and minimum occupancy on site

- No progress since last meeting
- Items such as FACS machine, confocal microscopes, Class 3 and 4 laser (from the Nd:YAP which is a pain infliction tool) should all be on a register which the Safety Office has a copy of.
- Aiming to carry out this audit for the next DSAC meeting

11. Risk register

- West Wing LN2 ventilation – TBJ

- Concerns were raised that upon dispensing liquid nitrogen, the oxygen sensors are often activated, highlighting an issue with the local ventilation.
- Historically when the Department moved in the West Wing – there was only very little need for LN2 and a political decision led the LN2 area to be located in the cupboard by Anaesthetic’s workshop. However, over the years, the set up increased whilst the ventilation was never upgraded.
- GR advised the set up need to be relocated or better ventilation to be installed. If a working group was formed, GR would be happy to help identifying a suitable solution.
- It was pointed out that the operation of bringing large dewar from ground floor to level 5 represents a significant manual handling hazard and so does carrying LN2 in stairs.
- This was discussed at a senior management level – NDCN need for LN2 storage will increase due to an increase in clinical trial activity, CVM do not have a need to increase capacity at this time but are concerned over the location of such a store.

Action: formation of a LN2 working group to be confirmed

12. Review of Departmental policies/ Risk assessments:

List of all current risk assessments can be found on the SharePoint site:

<https://sharepoint.nexus.ox.ac.uk/sites/NDCN/staff-intranet/coronavirus/SitePages/Home.aspx>

Link indicated here for ease of access:

West Wing

- [01 West Wing Building Work plan risk assessment v3.0 Signed.pdf](#)
- [02 West Wing RTWOS Building checklist FINAL.pdf](#)
- [03 Charles Wolfson facility risk assessment SIGNED v2.0.pdf](#)
- [05 Lab RA Talbot-Turner v3.0.pdf](#)
- [06 Lab assessment REM SH SS KX AHN v2.0.pdf](#)
- [07 Lab Assessment Rinaldi FINAL v2.0.pdf](#)
- [08 Workshop assessment Farmery group FINAL v2.0.pdf](#)
- [09 Lab Assessment Autoimmune Neurology Diagnostic Lab FINAL v2.0.pdf](#)
- [10 Lab RA Irani SIGNED v2.pdf](#)
- [11 Lab RA GTofaris FINAL v2.0.pdf](#)

- [12 Hu Level 5 Lab risk assessment v2.0.pdf](#)
- [13 Mobile team risk assessment v2.0.pdf](#)
- [14 RISK ASSESSMENT BENNETT 2.0.pdf](#)
- [15 Lab RA OA-Neuropath v1.0.pdf](#)
- [16 Chrystalina Antoniadis level 5 Neurometrology v2.pdf](#)
- [Masud Husain Lab RA v.2.0.pdf](#)
- [MANOHAR RTOSW Risk assessment signed v2.0.pdf](#)

WIN/FMRIB

- [RTOSW Building RA work plan FMRIB v2.0.pdf](#)
- [RTOSW Phantom MRI RA v2.0.pdf](#)
- [RTOSW Workshop RA v2.0.pdf](#)

Sleep and Circadian Neuroscience Institute (Oxford Molecular Pathology Institute, Dunn School)

- [OMPI.pdf](#)
- [OMPI Lab.pdf](#)

Sleep Study (at the CRF)

- [Risk Assessment Sleep Study General 3.0.pdf](#)
- [Appendix 1 Risk Assessment for tDCS 3.0.pdf](#)
- [Appendix 2 Risk Assessment for Actigraphy 3.0.pdf](#)
- [Appendix 3 Risk Assessment for Psychometric testing 3.0.pdf](#)

OxSTaR

- [OxSTAR_01_Building work plan risk assessment_signed.pdf](#)
- [OxSTAR_02_RTWOS Building checklist.pdf](#)
- [OxSTAR_03_Activity Risk Assessment_signed.pdf](#)

Kadoorie

- [Kadoorie_NDCN office activity RA_v2.0.pdf](#)

Wolfson Building

- [Wolfson_01_RTOSW Building RA work plan v2.0.signed \(002\).pdf](#)
- [Wolfson_02_Building checklist A+B v1.0.pdf](#)
- [Wolfson_03_CPSD_Laboratory Risk Assessment for Return to Onsite working V2.0 signed.pdf](#)
- [Wolfson_04_CPSD_Clinic rooms Risk Assessment V2.0 signed.pdf](#)

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

- None

14. Any other business (KT)

- The latest guidance for RTOSW highlights new information about ventilation (p55-57), it suggests that in order to circulate air in dead zone and fight coldness, occupants can use fan heaters, however, those will overload electrical supply, are a fire hazards and will mess up air handling system as the detector shuts off. GR highlight that oil fire radiator are a much safer option.
- Situation on face masks / covering
 JC questioned how to obtain face mask or face coverings.
 Those are distributed via central provision, Facilities are liaising with each area to provide what is necessary. NDCN secured sufficient face coverings for all staff (2 per person), communication and distribution arrangements to be finalised.
 GR noted that the distribution centre has 1000s of face mask to distribution. It was also noted that the WIMM implemented wearing of face masks in laboratories and face covering in the rest of the building as part of their local rules, this is not a University wide guidance.

Action: TBJ liaise with Malcom to assert the face coverings identified by NDCN were delivered to the WIMM

15. Date and venue of future meeting – Thursday 11th of February at 2pm Via Teams