

**Nuffield Department of Clinical Neurosciences
Departmental Safety Advisory Committee Meeting
to be held on Thursday 1st July, 2-3pm via Teams**

MINUTES

1. DSAC members at the meeting:

Apologies: Scott Thomson, Judith Cossins, Maen Bazo

Present Kevin Talbot (KT), James Brown (JB), Jon Campbell (JC), Graham Ross (GR), Paul Kayente (PK), Flavie Torrecillos (FT), Katie Warnaby (KW), Andrew Sharott (AW), Leslie Jacobson (LJ), Tiphaine Bouriez-Jones (TBJ), Mike Sanders (MS)

Introduction of Paul Kayente who joined this DSAC in his position of University Radiation Protection Officer to comment on a radiation related incident which occurred in NDCN.

No changes in DSAC membership to report.

2. Minutes of the last meeting – Kevin Talbot

Minutes agreed.

3. Actions from last DSAC meeting

	Topic:	Action required:	By:	Completed?
1	Fire hazard and burn hazard	Review of appliances	Facilities Team	Update under Incidents and Accident reports
2	Cryogenics	<ul style="list-style-type: none"> - Purchase of personal gas monitor - Identify new location/remedial work required 	Facilities team LN2 working group	Gas monitors are in place. See point 11 for an update
3	Manual Handling	Purchase of mechanical aid to move LN2 dewars through hospital corridors	FM team	Powered tug has been received and is now in use
4	Updated Statement of Safety Organisation	Approval from DSAC members	DSAC members	Done by email between meeting
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4. Incident and accident reports - Tiphaine Bouriez-Jones

- Incident reports

i. Update on past incidents:

- Review of appliances held in department: Appliances across NDCN space on JR site was reviewed

ii. Injury incident_ Wolfson: an engineer injured himself to the hand whilst carried out repairs, first aid was administered by a nurse in CPSD and advised to seek advice from his company prior to returning to work – he waited for the wound to no longer bleed and until he felt recovered to continue work – there was no defect to the pipe work or tools that seem to have caused the injury.

- iii. Injury incident_WIMM: someone cut themselves whilst cleaning a glass lunchbox in a toilet sink. First aid was administered and the person recovered well. The small space doesn't allow for adequate washing of such items – WIMM policy is that people bring items home for washing as there is no kitchen area available in the building for researchers.
- iv. Exposure incident_West Wing: CO2 gas valve burst open releasing CO2 from the gas cylinder bank out into the supply room – CO2 detector alarm sounded and people were evacuated from the room. Using the CO2 detector to ensure safe levels, Bouygues operators came to the room and turned the supply off. An engineer came to inspect the system and replaced the valve (under normal circumstances the valve should allow pressure out and reseal afterward – somehow this didn't happen here). CO2 bank is being monitored daily by Facilities team, practice drill have been implemented to ensure all staff know how to deal with this incident.

Bouygues is responsible for the infrastructure (pipework and mounted regulators) allowing the delivery of CO2 gas to rooms in level 5, gas cylinders bottles are rented from BOC by the Facilities team on behalf of both CVM and NDCN. Safe system of work should prevent user from being exposed to CO2 when responding to such an incident – possibility of having an outside isolation valve?

- v. Near miss_West Wing: a radioactivity delivery was wrongly delivered directly to the West Wing reception as part of the daily routine deliveries instead of being placed in the safe box as per procedure. It was found out this had happened already the previous week also. Procedure were reviewed, including Receipt and distribution, ensuring staff are aware of the labelling for radioactive material and a new delivery point created on R12 to ensure the item is left in the safe box and that SRPS or RPS only come to collect the parcel.

Confusion may have arisen following a change of procedure as previous parcels had been sent to the WIMM – this route is no longer possible due to Covid restrictions, the new delivery point should prevent reoccurrence.

- vi. Near miss_West Wing: a Bouygues operative was carrying out checks on eye flush system but left the water running unattended, as the water was not captured by the sink, there was a flood in the laboratory area close to a confocal microscope. Quick response from researcher enable to prevent the situation from worsening, water was turned off, equipment powered off safely, items lifted up from the floor. Water was left running again the following day in a separate room though this time water was caught in the sink. Bouygues was contacted to ensure running water is never left unattended and that operative are retrained.

5. Biological Safety update – Tiphaine Bouriez-Jones

- GM biological safety committee meet a couple of weeks ago – minutes are attached for information.
- Biological survey was sent out in May most groups responded but a small fraction are still outstanding.
- 5 new GO RA are being reviewed currently, together with a couple of amendment for existing GMO RA.
- Groups have moved/are moving from OMPI/ WIMM/ Level 5 to Biochem phase 2 – also known as New Biochemistry Building - notification of change GMO RA was sent out where necessary new GMO RA where raised.
- Laboratory Animal Allergy (LAA) checks found many people were not registered – HS1 form have already been sought out and sent to ASO and Occupational Health Services.
- A broader LAA risk assessment review is also taking place
- It was discussed to have more people on board for the GM committee to have a broader representation of the groups

6. Fire Safety Update – Tiphaine Bouriez-Jones

- a. Fire Risk Assessment – OxSTaR assessment carried out – identified actions are being addressed (lack of signage, PAT testing)
GR to email OUH Fire Officer to follow up on system in place there as we were not able to assess.
- b. Other buildings will be reviewed over the coming months (West Wing, FMRIB)

7. Manual Handling update – Tiphaine Bouriez-Jones

- Powered tug was received in June 2021, staff were trained in the use of the powered tug, risk assessment and procedures are being reviewed

8. Security Update – Tiphaine Bouriez-Jones

- Due to operations the drill was postponed and will take place in Autumn, this will allow to review procedures and finalise documents

9. Radiation Safety Update – Leslie Jacobson

- Delivery issue discussed in the incident section.
- Environmental inspection due – they are in contact with Paul Kayente to arrange site visit. PK will notify LJ if the West Wing is one of the site visited this summer.

10. Laser safety update – Katie Warnaby

Equipment	Location	Contact person	Documentation
Departmental microscope LSM 710	Level 5 labs	Tiphaine Bouriez-Jones	LS1 and LS2 Completed
Spinning disk	Level 5 labs	David Gordon	Relocation of equipment Awaiting documentation
“Bennett” microscope LSM 700	Level 5 labs	Ning Zhu	LS1 and LS2 Completed
Zeiss PALM microbeam	Level 1 labs	Connor Scott	LS1 and LS2 Completed
Sony SH800S	Level 1 labs	Connor Scott	LS1 and SOP Completed
Zeiss LSM880	BNDU	Ben Micklem	LS1 and LS2 Completed

Review of SCNi microscopes to ensure adequate documentation is in place.

11. Risk register - Tiphaine Bouriez-Jones

- Updated file sent with minutes – increase of flooding likelihood following recent event.
- **Action from last meeting:** formation of a LN2 working group to be confirmed – an air flow assessment is being sought out in order to assess the extent of the remedial work as this will be a very significant project.

GR highlighted this needs urgent attention – something drastic needs to happen – the minimum acceptable will be to have a periscopic system allowing extract of nitrogen gas outside of the area to ensure safety of staff.

Longer term consideration render this issue complex due to the need for increase capacity. ST, GR, TBJ to follow up at divisional level to find a way forward

12. Review of Departmental policies/ Risk assessments:

List of all current risk assessment can be found on the SharePoint site:
<https://sharepoint.nexus.ox.ac.uk/sites/NDCN/staff-intranet/coronavirus/SitePages/Home.aspx>

13. New University Health and Safety policies and memos - Tiphaine Bouriez-Jones – Graham Ross

- M4/21 – Autoclave review
- M3/21- First aid at work
- M2/21 – Training syllabus
- M1/21 – Fire safety policy

14. Any other business

- Gloves on door handle – this continues to be an issue
- New Covid Risk assessment for running Basic Life Support and Automatic External Defibrillator which is a requirement for scanners' operators to attend – feedback required by Friday 2nd please.

- International travel (within work) – since 17th May it is possible to travel – no longer require declaration for reason to travel – travel with follow FCDO only to green listed country following the country of destination own requirement
 - For exceptional and essential reason (judged by HoD)
 - Risk assessment need be reviewed by Safety Office (apart from green non approved FCDO) – those must be submitted as mature draft in a timely manner
 - RA must be approved by HoD
 - COVID cost covered by the department
 - There are additional restriction on who is able to travel (staff versus student)
 - Med Sci Division must have oversight of travel location

<https://sharepoint.nexus.ox.ac.uk/sites/uasmosaic/safetyoffice/ layouts/15/WopiFrame.aspx?sourcedoc=/sites/uasmosaic/safetyoffice/Documents/OVERSEAS%20fieldwork%20COVID%20risk%20assessment%20template%20JUNE%2021.doc&action=default>

15. Date and venue of future meeting

Thursday 7th of October 2-3pm