

**13 April 2015, 1430, Seminar Room, Safety Office**

Present: Dr M Wills (Chairman), Ms L Hinton-Mead (Secretary), Dr G Christie, Mr M Elsdon, Mr T Fitzmaurice, Dr A Gilliland, Mr H Percival and Ms R Williams

In attendance: Ms L Dopson

**1 Apologies for absence**

Mrs M Gentry, Dr J Kumita, Dr G Martell, Dr T O'Connell, Professor S Ozanne, Mrs M-J Robinson, Ms L Smith, Dr K Tibbles, Ms E van Gijn, Dr M Vinnell and Mr J Wright

**2 Minutes of the Sub-committee meeting held on Thursday 22 January 2015**

The members approved the Minutes which were then signed by the Chairman.

**3 Matters arising from the Minutes**

- *Minute 5.2 (meeting 22.1.15) Immunisation Policy*  
There were no representatives from Occupational Health present to report on this. The Chairman indicated that Occupational Health are currently working on a policy and that this matter was also discussed briefly at the last CCFS; the Chairman of CCFS supported the need for a University immunisation policy. Apparently there is an 'unwritten' policy that Occupational Health adheres to, but this needs to be made explicit.
- Following Professor Efstathiou's departure from the University, a suitable member from the School of the Biological Sciences is still being actively sought. A person has been identified and approached in this regard, but has not accepted as yet.  
*Post meeting note – the individual, after considerable thought, has declined to join the Sub-committee.*

**4 Report from Sub-committee for Chemical Safety**

Nothing to report - Dr Tiley was not present; furthermore the Sub-committee for Chemical Safety has not yet met.

**5 Codes of Practice/Leaflets/Policies etc**

**5.1 Health Surveillance Policy and Guidance (HSD074M)**

Chairman reported that this Code of Practice was now on the Safety Office website. He requested that this document be circulated to members of the Sub-committee so that they could examine it critically and prepare comments for the next revision, as there had been little time to peruse the original draft.

**Action:** HSD074M to be circulated to members of the Sub-committee and for comments to be passed to the Secretary

**5.2 'The Numbers Game' (HSD106B)**

There has been a revision/update of this leaflet which will appear on the Safety Office website shortly.

**Action:** Ms Dopson to upload HSD106B to Safety Office website.

**6 Reports on Visits and Inspections**

**6.1 External**

6.2.15 – Plant Sciences – nothing to report. Note that reference should now be made to APHA rather than FERA.

**6.2 Internal**

27.1.15 – CIMR Biosafety Audit. The Chairman reported that CIMR were in the process of responding to the points raised.

**7 Stevenage Bioscience Catalyst (SBC)**

Nothing to report.

**8 Containment Level 3 (CL3)**

The Secretary reported that there had been a meeting of the CL3 Working Group on 16 March 2015 which Neil Hawthorne from MRC-LMB had attended. Although two important members of the group had not turned up, it had been a very useful meeting and the Secretary had subsequently visited the LMB on 8 April 2015 for further discussions with Neil. There are several synergies and agreements with regard to training, publications etc. The first thing that is planned is to set up a joint Biosafety Practitioner (BSP) Level 1 course which will be held in the LMB. The matter of CL3 training and publications would come later. The expectation will be that all departmental BSOs will attend this course, if they have not attended one elsewhere.

**9 Defra**

**9.1 SAPO**

The Assistant Biological/General Safety Adviser spoke to her paper (*BS/1415/14*). She reported that since 1 April 2015 new SAPO arrangements are in place. It will become much clearer when the HSE contacts the 66 licence holders around the UK – this will probably happen in the next 6 months. HSE will be the sole contact point and there is a Q&A section on their website regarding transitional arrangements. Until the HSE contacts the University, systems will continue to operate as currently. It was suggested that as the Department of Chemical Engineering and Biotechnology is moving to a new laboratory in the near future, it may mean that the University has to initiate contact with the HSE. (*Dr Christie reported that it is envisaged that Chemical Engineering and Biotechnology will move the SAPO 2 into the new building in September 2015*).

**10 Human Tissue Act (HTA)**

This will be a new standing item on the Agenda. The Assistant Biological/General Safety Adviser reported that the management of the HTA was being moved from the Department of Pathology to the Safety Office and that she has taken over the administration.

**11 Counter-Terrorism**

Nothing to report.

**12 Database/ASQ/Auditing Biological Safety**

The Secretary reported that the ASQ will be sent out to departments in August 2015. Blank versions of the questionnaire were handed out to members present with a request for them to read through the questions and see if any revisions are necessary. Comments back to the Secretary by Tuesday 30 June 2015. Chairman reminded members that the ASQ was essentially a means of self-audit and the better the question set, the easier the audit process is made.

**Action:** Sub-committee members to send suggestions for ASQ to Secretary by end of June if possible.

The departments of Physics, Psychology, Clinical Biochemistry and Plant Sciences will be audited in the coming months

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**Biological Safety Officers**

Nothing to report.

14

14.1

**Training**

**Annual BSO Event (Tuesday 19 May 2015)**

The Secretary reported that the title would be 'By Popular Request'. The topics currently hoped to be covered are: aspects of laboratory design (basic CL2); SAPO being taken on by the HSE ie one portal for SAPO, GM and COSHH; risk assessments for lentiviruses; and University immunisation policy. The Secretary is in the process of confirming the programme and speakers.

14.2

**DBSO Competency**

The Secretary reiterated that she is planning to set up a BSP Level 1 course to be run at the LMB, which all DBSOs without the qualification will be expected to attend.

14.3

**IATA**

The Secretary commented on the number of people registered for the two courses. So far, only 3 people have registered for the full IATA course due to run from 1-3 June 2015 whereas the '6.2 course' on 9 July 2015 is nearly fully-subscribed. A reminder will be sent out from the Safety Office at the end of April 2015, but the Secretary had also reminded the Chemical Safety Adviser that he needs to prompt relevant people to attend as the subject is not exclusively biological.

15

**Health and Safety Executive**

Nothing to report.

16

**Accidents/Incidents**

16.1

Nothing to report.

17

**Miscellaneous**

17.1

**Report from Estate Management**

Mr Percival tabled a report on legionella management and monitoring. Following the Safety Office circulating the email regarding legionella risk assessment and temperature monitoring to departments, many queries had been received by the Safety Office and then forwarded to Julian Winters in Estate Management. Mr Percival reported that all the queries raised have now been answered as Kim Watts, the Residences Compliance Officer, has been dealing with the issues. Mr Percival requested that this annual email regarding legionella information be circulated again to departments by the Safety Office in January 2016.

17.2

**Report from the Safety Officer, School of the Biological Sciences**

The Safety Officer, School of the Biological Sciences reported on animal by-products importation and the good news that the University is now registered as a whole. This should help to ease individual license applications in the future. It should be noted that transport regulations will still have to be dealt with as a separate issue.

17.3

**Report from the Safety Officer, School of Clinical Medicine**

The Safety Officer, School of Clinical Medicine was not present at the meeting, but had provided a brief report which had been circulated to all members prior to the meeting. The Chairman reminded members of the contents of this report.

- 17.4     **Reports from the Committee on Student Health and Wellbeing and the Advisory Group on Communicable Diseases**  
Nothing reported.
- 17.5     **Report from Consultative Committee for Safety (CCFS)**  
The Chairman remarked that there was nothing of particular importance to report apart from the matter of developing a University immunisation policy which had been discussed and supported at the meeting.
- 18       **Information**  
Nothing to report.
- 19       **Date of meetings for 2015-2016 academic year**  
Thursday 22 October 2015, Thursday 21 January 2016 and Thursday 14 April 2016 at the Safety Office starting at 1430.
- 20       **Date of next meeting**  
Thursday 22 October 2015 at the Safety Office, 16 Mill Lane starting at 1430.

The meeting closed at 1520.