

26 January 2017, 1430, Cairo Room, Greenwich House

Present: Dr M Wills (Chairman), Ms L Hinton-Mead (Secretary), Dr G Christie, Dr A Clarke, Mr M Elsdon, Mr T Fitzmaurice, Dr A Gilliland, Mr T Jones, Dr J Kumita, Dr K Tibbles, Dr L Tiley, Dr M Vinnell (from 1500), and Ms R Williams

In attendance: Ms L Dopson

1 Apologies for absence

Mrs M Gentry, Professor I Goodfellow, Dr G Jackson-Koku, Professor S Ozanne and Ms L Smith.

2 Minutes of the Sub-committee meeting held on 20 October 2016

Dr Tiley to send revised wording for Minute 5 to the Secretary as he wished the wording to be amended. Apart from this matter, the Minutes were approved and then signed by the Chairman.

3 Matters arising from the Minutes

The Secretary confirmed to Members that the Sub-committee Membership document had been revised in accordance with the wishes of the Director of Health and Safety under Minute 4.2.

Action: Dr Tiley to send revised wording for Minute 5 from Minutes of 20 October 2016 to Secretary

4 Report from Sub-committee for Chemical Safety

Dr Tiley reported that discussion had taken place with regard to risk assessments for tetrodotoxin (TTX) toxins. Their discussions had suggested that it might be good to have better access to expert advice across the sub-committees. He also suggested that he felt a 2 page flyer is needed to explain how a person should risk assess a toxin. The Secretary reminded the Sub-committee that the people who create the risk are the people who manage that risk. Mr Elsdon felt that the principles of COSHH covered this issue. After lengthy discussion the Sub-committee agreed that, in addition to the Schedule 5 toxins that already fall under the Sub-committee's remit, that it would add 'other biological toxins' eg spider venom. Dr Tiley suggested that it would be a good idea to put people's expertise against their names. The Chair asked Members if they would have any objection to this and nobody objected to this proposal. The Sub-committee agreed to the development of an 'expert directory' detailing people's expertise in the various areas.

**Action: Secretary to get Remit amended
Secretary to put together 'expert directory'**

5 Codes of Practice/Leaflets/Policies etc

The Secretary reported that Allergy to Animals Code of Practice document [HSD006B (rev 2)] had been placed on the Safety Office website.

6 Reports on Visits and Inspections

- The Secretary reported that a formal response had been received from Professor Sir O'Rahilly following the biological safety audit carried out in the Wellcome Trust-MRC Institute of Metabolic Science on 23 October 2015.
- The Secretary reported that biological safety audits had recently taken place at Materials Science and Metallurgy (6 December 2016) and the Sainsbury Laboratory (19 January 2017).

7 Stevenage Bioscience Catalyst (SBC)

The Secretary explained that the 'orphan' project had now ended up under the Department of Biochemistry and so was no longer under Peter McNaughton. According to the Rules of Engagement this needs to come back to the Sub-committee to see if anybody has anything to say regarding it. The Secretary will therefore disseminate this to the Members for their comments.

Action: Secretary to disseminate the 'orphan' project to the Sub-committee for comments

8 Containment Level 3 (CL3)

- Dr Christie reported that the Chemical Engineering & Biotechnology building is due to start being used in May 2017 if all goes to plan.
- The Chair reported on the Capella building where there will be 6 wet labs and 1 double sized flow cytometry lab. This building is currently still at the Design Qualification Stage and not at the Commissioning Stage yet. The Chair emphasised again to the Sub-committee that a facility of this size will need a dedicated manager who is used to 'wet working' at CL3. It is anticipated that the building will be completed mid-2018.

**9 DEFRA
9.1 FERA**

- The Safety Officer, School of the Biological Sciences, reported that FERA had visited Plant Sciences on 24 January 2017 (Plant Virology – Dr J Carr) and were due to also visit on 3 February 2017 (Plant Metabolism AIC). FERA was also due to visit Biochemistry on 3 February 2017 to look at potato pathogens. The Inspector had explained that FERA licences are now 'perpetual' – they will only be re-issued where there are changes made to them. An annual review with inspection will continue.
- In addition to the licence, Dr Carr has a supplementary 'Letter of Authority' which is not perpetual and should be automatically re-issued to Dr Carr on an annual basis. This is required in order to bring material into the UK, or to move material within the UK. Academics have to make a return to FERA in July each year.

9.2 DEFRA

The Secretary informed the Sub-committee about the biosecurity measures taken by the University as a result of the avian flu alert which is still ongoing.

10 SAPO

The Assistant Biological/General Safety Adviser spoke to her report (*Paper BS/1617/09*) previously circulated to members. The Licence has been amended by the HSE to reflect Dr Blouet moving the *in vivo* aspects of their research from the Brain Repair Biofacility to the Phenomics Laboratory on the Forvie Site. The work In Chemical Engineering & Biotechnology will start soon with the arrival of a new PhD student. There are no other changes to the Licence to report at the moment.

11 Human Tissue Act (HTA)

The Assistant Biological/General Safety Adviser spoke to her report (*Paper BS/1617/10*) previously circulated to members. The project to improve the current University HTA tissue tracker is now with UIS and its progress will be reported at the HTA (Research) Committee in March 2017. An application to add the Departments of Zoology and Physics to the HTA Licence was made in December 2016 and a decision is still awaited from HTA before any storage of human tissues can begin.

12 Counter Terrorism

- The Secretary reported that an updated version of the Schedule 5 list had been placed on the Safety Office website last year.
- Dr Tiley confirmed that the upgrading of the security of Veterinary Medicine had been completed and inspected by the Counter Terrorism Security Adviser (CTSA). The CTSA was now satisfied with the security provision and the Department's "red flag" had been rescinded.

13 Database/ASQ/Auditing Biological Safety

Ms Dopson reported that there was only one return still outstanding. The Safety Officer, School of the Biological Sciences to contact the BSO and try to get this resolved.

14 Biological Safety Officers

- A full revised list of Biological Safety Officers (*Paper BS/1611/1*) was tabled at the meeting. Dr Kumita requested that her name be removed from the list as Dr Newman had now taken over the BSO role in Chemistry. Several vacant BSO posts were awaiting confirmation of replacement people and these appointments appeared to be in hand.
- The Secretary also informed the Sub-committee that all new BSOs are being seen by the Secretary and relevant School Safety Officer or Assistant Biological/General Safety Adviser for an individual induction.

15 Training

Annual BSO Event (Tuesday 16 May 2017)

The Secretary informed the Sub-committee that the Safety Officer, School of Clinical Medicine had agreed to give an update on the GM regulations. Other possible topics also being considered are Schedule 5 (and other animal) toxins, and water hygiene. The Chairman requested suggestions for topics and speakers and for these to be emailed to the Secretary.



16 DBSO Competency

16.1 IATA

The Secretary reported that the full IATA course will run between 10-12 May 2017 and the 'Section 6.2' course will take place on 6 July 2017, both courses at Greenwich House.

16.2 BSP Level 1

The Secretary reported that she is in communication with Neil Hawthorne at MRC-LMB and also the Sanger Institute regarding this. She explained that it was imperative to get a critical number of people wishing to do the course in order for it to be financially feasible as it is a very expensive course to run.

Action: Secretary to continue to pursue BSP1 Course to be held locally

17 Health and Safety Executive

The Secretary reported that a Post Implementation Review (PIR) of the GMO Contained Use Regulations is being undertaken by the HSE. BSOs are to be alerted that if contacted by the HSE for information they must contact the Safety Office immediately.

Action: Secretary to inform BSOs of action to take if contacted by HSE

18 Accidents/Incidents

- The Chairman reported on the action taken in relation to Minute 18 (Incident 2016339) from the previous meeting. He had dealt with this issue and spoken to the group involved which has now been transferred to the Chairman's group within the Dept of Medicine. An adjustment has been made to their SOP and they have also now moved over to using blunted needles.
- Comment was made on the number of scalpel incidents within the Dept of PDN. This has been picked up by the PDN Departmental Safety Committee and an internal inspection of the area is planned.

19 Miscellaneous

19.1 Report from Estate Management

- Mr Jones reported that Estate Management were behind with the projected work – partly due to issues with the company contracted to work with Estate Management on water safety management. The Gap Analysis has been completed. Tetra was supposed to be updating the Safety Office 'Legionella Awareness' leaflet (HSD175B) but this has not happened. However, Mr Jones was hoping that they would receive this updated leaflet from Tetra shortly. Tetra had also been tasked with looking at the Legionella Awareness training that the Director of Health and Safety delivers to ensure that it is up-to-date, but this has not been done yet either.
- Mr Jones reported that there were serious problems at the Department of Chemistry, mainly due to the age of the building. The David Attenborough

Building was also disappointing as there are many dead legs that Estate Management will have to remove. The Chemical Engineering & Biotechnology building is also posing problems at the moment. Mr Jones spoke about hospital-embedded accommodation which is still a hospital issue, but this may change – there are many high-level discussions taking place at the moment.

- Mr Jones confirmed that he is currently acting as the point of contact for all queries regarding legionella.
- The Secretary informed Mr Jones that previously the Safety Office has sent out information on legionella to departments on their behalf, but last year nothing had been received from Estate Management. Mr Jones confirmed that he still wishes for the Safety Office to disseminate this information and that he will draft something and let the Secretary have this so that it can be circulated.

Action: Mr Jones to draft a document and let the Secretary have this to circulate to departments via the Safety Office

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

- The Safety Officer, School of the Biological Sciences, reported that the Gurdon Institute has made a Notification under COSHH (CBA1) to start work with the Zika virus. Previously a HG3 pathogen, this agent was recently downgraded to HG2.
- The Safety Officer and the Facilities Director of UBS are currently working their way through all University biomedical facilities to carry out a full safety inspection. This will include aspects of biological safety such as management of AA and clinical waste.
- The Safety Officer gave an update on the Laboratory Ergonomics (Muscular Skeletal Disorders) Notice. HuTech had been contracted to carry out a comprehensive ergonomics (repetitive and manual handling) assessment and actions from this are being implemented. In addition, a team of 13 technical staff and managers have undertaken ergonomics training with Osteopaths for Industry. This team will collectively raise awareness of ergonomic principles across UBS and facilitate the ongoing risk assessment exercise. The long term plan is to factor in the use of robotics. A letter was submitted by the Director of Health and Safety to the HSE requesting discharge from the Notice. An Inspector is due to revisit in February 2017.

19.3 Report from the Safety Officer, School of Clinical Medicine

The Safety Officer, School of Clinical Medicine had nothing to report.

19.4 Report from the Committee on Student Health and Wellbeing and the Advisory Group on Communicable Diseases

The Secretary made the Sub-committee aware of the Meningococcal Meningitis Guidelines and Action Plan received from the Advisory Group on Communicable Diseases. The Director of Health and Safety had nothing further to add.

19.5

Report from Consultative Committee for Safety (CCFS)

The Chairman informed the Sub-committee that the issue of safety spectacles had been discussed at the CCFS meeting. He also confirmed in this regard that the CCFS had agreed to ratify the form of words recommended by the Biological Safety Sub-committee as stated in Minute 5 at the meeting on 20 October 2016 –

'individuals who have been found to have disregarded such risk assessments will be required to attend the next available Chemical Safety training course; if it happens a second time this may escalate to disciplinary action being taken by the department.'

20

Information

The Secretary mentioned an article about Ebola RNA which stated that the virus may linger and continue to replicate in the lungs of patients recovering from infection, even after the viral RNA is no longer detectable in their bloodstreams.

21

Date of next meeting

The Chairman reminded Members that the next meeting will take place on a different day to normal. It will take place on Tuesday 11 April 2017 in the Cairo Room at Greenwich House, Madingley Road starting at 1430.

The meeting closed at 1540.