



23 October 2014, 1430, Seminar Room, Safety Office

Present: Dr M Vinnell (*standing in as Chairman in Dr M Wills' absence*), Ms L Hinton-Mead (Secretary), Dr G Christie, Professor S Efstathiou, Mr M Elsdon, Mr T Fitzmaurice, Dr A Gilliland, Mr T Jones, Dr J Kumita, Dr G Martell, Dr T O'Connell, Professor S Ozanne, Dr K Tibbles, Dr L Tiley and Ms R Williams

In attendance: Ms L Dopson

1 Apologies for absence

Mrs M Gentry, Mr H Percival, Dr A Shortland, Ms E van Gijn, Dr M Wills and Mr J Wright.

2 Minutes of the Sub-committee meeting held on Thursday 23 January 2014

The members approved the Minutes and they were signed by the Chairman.

3 Matters arising from the Minutes

There were no matters arising.

4 Remit and Membership of the Sub-committee for Biological Safety

4.1 The Chairman wished to express the Sub-committee's gratitude to Dr Dalziel (School of the Physical Sciences) and Dr Oyen (School of Technology) for their contributions over the last 3 years. He then welcomed Dr Kumita and Dr Christie, their replacements, and in absentia, Dr Shortland, Ms van Gijn and Mr Wright as new members.

4.2 Sub-committee Remit 2014-15

The Remit, unchanged from the 2013-14 version, was agreed.

4.3 Membership

The Secretary informed the Sub-committee of the changes to the membership. Dr Kumita has replaced Dr Dalziel as representative for the School of the Physical Sciences; Dr Christie has replaced Dr Oyen as representative for the School of Technology; and Dr Shortland has replaced Ms Cambray-Young as the Named Veterinary Surgeon. Mr Fitzmaurice was co-opted by the Sub-committee for a further academic year. It was noted that Professor Efstathiou would be leaving the University at the end of 2014. He was congratulated on his new appointment. A replacement would be sought from the School of the Biological Sciences.

Action: Safety Officer for the School of the Biological Sciences to approach a suitable candidate, who has been identified.

5 Report from Sub-committee for Chemical Safety

Dr Tiley reported that Enviroco's contract has been extended by a further 2 years.

6 Codes of Practice/Leaflets etc

- The Secretary reported that the Safe Use of Sharps leaflet HSD192B had been published and was on the Safety Office website. The Chairman explained that it covered general issues regarding the use of sharps or dealing with their inadvertent discovery as well as from the health care worker point of view.
- Discussion then ensued regarding updating the LAA policy and guidance. The Safety Officer, School of the Biological Sciences, said that policy and procedures regarding face fit

needed firming up in the first place. Dr Martell, from the Occupational Health perspective, informed members that the number of people reporting LA allergies in the University was very low and that some of these turned out to be pre-existing. The Chairman said that it was important to keep things as risk-focused as possible. This being the case it was agreed that it would be useful for the allergen levels to be measured. In view of the considerable changes in accommodation that would be occurring over the next few years it was felt that it would not be a simple matter of review/revision of the old policy and guidance, more a rewrite involving a number of stakeholders.

7 Reports on Visits and Inspections

7.1 External

It was noted that the regulatory functions previously provided by Fera Inspectors had transferred to the Animal and Plant Health Agency (APHA) as from 1 October 2014.

7.2 Internal

The Secretary reported that a biological audit had been carried out at the Department of Chemistry in September 2014 and that the next biological audit was due to take place on 6 November 2014 at CRUK- CI.

8 Stevenage Bioscience Catalyst (SBC)

The Chairman reported that the Safety Office had taken on the GM Centre number. The Sub-committee for Biological Safety, as agreed, would have oversight of the GM risk assessments of University departments using the SBC but these would be considered in the normal way by the departmental biological safety committees first. He also emphasised that any remaining staff at the SBC having no department would be defacto under the management of Cambridge Enterprise.

9 Containment Level 3 (CL3)

The Secretary reported on the working group that had been set up to consider issues surrounding the design, use and management of CL3 facilities. At the moment the management is fragmented by department within the University and it is believed that a more unified approach possibly with a single point of management is now needed. Steps are currently in hand to address this issue. HSE at its last inspection had not been impressed by the apparent lack of formal horizontal communication between the various departments.

10 DEFRA

10.1 SAPO

- The Assistant Biological/General Safety Adviser spoke to her paper (**BS/1415/03**). She reported that since preparing the report, DEFRA had issued the Licence allowing Dr Blouet to carry out her research.
- She then spoke to her second paper (**BS/1415/04**) regarding the proposed letter to be sent from Dr Wills in his capacity as Chairman of the Sub-committee for Biological Safety to the Director of the Gurdon Institute and the Head of the Department of Clinical Neurosciences regarding proposed work. A long and involved discussion then took place between several committee members, but finally it was agreed that the letter should be sent.

Agreed: Assistant Biological/General Safety Adviser to prepare the letters for the Chairman to sign and send, as agreed.

11 Counter-Terrorism

Nothing to report.

12 Database/ASQ/Auditing Biological Safety

With regard to the Annual Biological Safety Questionnaire, the Secretary reported that the response this year had been very good and that only a handful of outstanding returns, for which there was a good reason, remained, hopefully be completed in the near future.

13 Biological Safety Officers

Most BSOs have a current letter of appointment from their respective Head of Department. However, if there are any letters outstanding at the time of the January Sub-committee meeting then the Chairman will write formally to the relevant Heads of Departments explaining that if a suitable BSO is not properly appointed the HoD becomes the BSO by default.

Newly appointed BSOs are being inducted into their role on an individual basis by the Secretary plus the relevant School Safety Officer or the Assistant Biological/General Safety Adviser, as appropriate - this individual attention, although very time consuming, has been felt to be extremely beneficial for all parties. New BSOs seem keen to obtain the level 1 BSP (biological safety practitioner) accreditation and indeed become members of ISTR. Where necessary membership (£20) of ISTR, which has an active biological section, is being funded for BSOs via the Safety Office.

14 Training

14.1 Annual BSO Event (Tuesday 19 May 2015)

The Secretary reported that it was hoped to use the Sainsbury Laboratory again in 2015 if possible, but the venue had not yet been booked. The Secretary also asked the members to contact her with ideas for topics and also speakers.

Action: Secretary to book Sainsbury Laboratory for BSO Event in 2015.

14.2 DBSO Competency (also see Minute 13)

- The Secretary was pleased to report that it had not so far not been necessary to send any letters to BSOs regarding non-attendance at the BSO Event as the event is always well-attended.
- The Secretary reminded members that the Safety Office will fund ISTR annual membership for BSOs if necessary. She informed members that Mr Elsdon is now the Membership Secretary of ISTR. Dr Christie commented that he had originally been a member of ISTR, but had let his membership lapse due to receiving too much spam mail as a result. The Secretary said that some of the new BSOs are keen to do the Biosafety Practitioner BSP1 course and reminded members that ISTR is the accrediting body for this.

14.3 IATA

The Secretary reminded members that the full IATA course will run from 1-3 June 2015 and the '6.2 course' will run on 9 July 2015.

15 Health and Safety Executive

The Secretary reported that Dr Paul McDermott had now left the employment of the HSE and is now a consultant.

16 Accidents/Incidents

The large number of cuts and needlestick injuries was briefly discussed. It was agreed that the new guidance leaflet 'Safe Use of Sharps' plus the multiple sessions on glass and sharps hazards provided at the PG course were the appropriate interventions from the centre at this time.

17 Miscellaneous

17.1 Report from Estate Management

Mr Jones reported that there was an on-going programme of re-doing risk assessments for legionella and that the aim was to do this every 2 years. With regard to the Biotechnology building, Estate Management has taken over the responsibility of the flushing regime. EM use consultants to help with the legionella management.

The Secretary and Chairman mentioned to Mr Jones that they have been awaiting information from Estate Management regarding a legionella report and a memorandum for circulation since the October 2013 Sub-committee meeting. This routine memorandum has been circulated by the Sub-committee/Safety Office on behalf of Estate Management in recent years. Mr Jones was unaware of this issue. In the light of the changes in procedure and the appointment of a consultant reported by Mr Jones, it was felt that an updated letter/memorandum would now be needed.

Action: EM to supply/inform Secretary of any actions.

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

The Safety Officer, School of the Biological Sciences, had nothing further to report.

17.3 Report from the Safety Officer, School of Clinical Medicine

The Safety Officer, School of Clinical Medicine, had nothing to add to his report (*BS/1415/07*) already circulated to members.

17.4 Reports from the University Health and Student Wellbeing Committee, the Advisory Group on Communicable Diseases and the HIV Aids Working Group

The Director of Health and Safety reported that the current Ebola crisis is the issue of uppermost concern at the moment and gave some idea of the University and colleges' preparations.

17.5 Report from Consultative Committee for Safety (CCFS)

Nothing to report.

18 Information

This has already been dealt with under Minute 17.4.

19 Date of next meeting

Thursday 22 January 2015 at the Safety Office, 16 Mill Lane starting at 1430.

The meeting closed at 1545.