

22 October 2015, 1430, Seminar Room, Safety Office

Present: Dr M Wills (Chairman), Ms L Hinton-Mead (Secretary), Dr A Clarke, Ms P Ellis Logan, Mr M Elsdon, Mr T Fitzmaurice, Mrs M Gentry, Dr A Gilliland, Dr J Kumita, Dr G Martell, Dr K Tibbles, Dr L Tiley and Dr M Vinnell.

In attendance: Mrs S Boggie

Dr Vinnell, in his position as Director of Health and Safety, opened the meeting; the re-appointment of Dr Wills as Chair for a further 3 years was discussed and it was agreed unanimously. *At this point he resumed the Chair.*

1 Apologies for absence

Dr G Christie, Mr T Jones and Professor S Ozanne.

2 Minutes of the Sub-committee meeting held on Monday 13 April 2015

Minutes approved 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 Chair welcomed Dr Andrew Clarke (Archaeology and Anthropology) representing the School of Humanities and Social Sciences for this academic year and Ms Poppy Ellis Logan, Acting President of Cambridge University Graduate Union who is also CUSU's Welfare and Rights Officer.

4.2 Sub-committee Remit 2015-16

The Sub-committee noted the compliance issues that report via this Sub-committee and agreed it should be captured specifically in the remit and therefore added the statement:

“To review and monitor issues of compliance and safety legislation and report relevant proceedings to the Consultative Committee for Safety”.

4.3 Membership

The Sub-committee unanimously co-opted Mr T Fitzmaurice for a further year.

The Safety Officer for the School of the Biological Sciences was still progressing the matter of the second (academic) Sub-committee member from that School.

Action: Safety Officer for the School of the Biological Sciences to approach the identified candidate.

5 Report from Sub-committee for Chemical Safety

Dr Tiley reported that the Sub-committee had discussed the possible consequences for those staff and students who failed to wear eye protection when it was stated as a control measure in the risk assessment. The discussions had included using ‘Compliance Assurance Meetings’ (CAM) with the individual(s) concerned.

Used elsewhere for HO issues, it may be that similar CAMs could be used for specifically identified incident types where people have not complied with the identified control measure.

6 Codes of Practice/Leaflets/Policies etc

6.1 Minute 5.2 (meeting 22.1.15) Immunisation Policy

Dr Martell spoke to the draft policy that had been distributed with the papers. There was some discussion about the Health Fitness Certificate and one of the outcomes 'vaccination contra-indicated / declined / non responder'.

It was agreed that any comments should be forwarded to Ms Liz Smith, Acting Occupational Health Manager by 20 November 2015; a final draft to be tabled at the January 2016 meeting with the aim of ratification by CCFS in February 2016.

Action: Members to pass comments to Ms Liz Smith

Risk Assessment for New and Expectant Mothers at Work

This document was tabled. As there is only a small section covering biological hazards, comments to go to Ms Liz Smith by 4 November 2015.

Action: Members to pass comments to Ms Liz Smith

6.2 Updated Leaflets The Secretary commented that updated 'The Numbers Game', 'COSHH Biological Agents' and 'Dealing with suspect letters and packages' leaflets are now on the Safety Office website (examples tabled). There is no review date on these now – changes, including updates, can be made at any time by contacting the Secretary. In future all such documents will be revised as and when new information etc comes to light rather than stating specific time periods.

Action: BSOs to be made aware of updates and system for keeping publications 'in date'.

7 Reports on Visits and Inspections

7.1 External

There have been routine visits by APHA (formerly Fera) to the Department of Plant Sciences and the Sainsbury Laboratory.

There is a planned visit in November 2015 by the HSE to the Department of Physics and Department of Veterinary Medicine regarding their CL3 work and facilities.

7.2 Internal

Two biological audits have been undertaken: Physics and Psychology. A response has been received from CIMR regarding their audit report.

8 Stevenage Bioscience Catalyst (SBC)

As nothing has been heard from SBC for some months, the Secretary and the Safety Officer for the School of the Biological Sciences will arrange a visit. It is scheduled to be audited (management) by the Deputy Director of Health and Safety in 2016.

Action: Secretary and Mr Elsdon to visit SBC. Secretary to check when management audit scheduled.

9 Containment Level 3 (CL3)

The Sub-committee noted the departments carrying out work at CL3. (Also note Minute 7.1)

10 DEFRA

10.1 SAPO (now entirely dealt with by the HSE)

The Assistant Biological/General Safety Adviser spoke to her paper (*BS/1516/04*). She informed the Sub-committee that all the updated paperwork had been submitted to the HSE in anticipation that the University's new licence would be issued in November 2015.

Post meeting note: the University has received its SAPO licence from the HSE and there is the expectation that an application for a new licence will be required again in 2 years.

11 Human Tissue Act (HTA)

Assistant Biological/General Safety Adviser spoke to her papers (*Paper BS/1516/05*) and (*Paper BS/1516/06*). The HTA UoC Research Licence has been transferred to the Safety Office; Dr Vinnell is the Designated Individual and Dr Gilliland is the Corporate Licence Holder Contact. The paperwork and website have been transferred from Pathology and Dr Gilliland is currently undertaking compliance audits on the relevant departments. The HTA Committee will meet in December 2015.

12 Counter-Terrorism

Dr Tiley reported on the CTSA visit and the extra building security asked for. The Department of Veterinary Medicine, Security Office, School Safety Officer and CTSA to continue discussions.

13 Database/ASQ/Auditing Biological Safety

The Secretary reported that the response to the ASQ this year had been very good and that the few outstanding returns were being followed up. Ms Dopson has been noting significant differences in the current return information from previous years, which has been most helpful for follow ups.

14 Biological Safety Officers

The Sub-committee noted the full revised list of Biological Safety Officers (*Paper BS/1516/07*). The Secretary reported on some updates received subsequent to this list being published and the few outstanding appointment letters to be followed up.

15 Training

15.1 Annual BSO Event (Tuesday 17 May 2016)

The Secretary reported that the Sainsbury Laboratory venue has been booked again and members to note the date. The Secretary asked for ideas for topics and speakers. (*Refer also to Minute 19*)

15.2 DBSO Competency

There are 6 spaces available on a 4-day Biological Safety Practitioner (BSP) Level 1 accredited training course. The Safety Office is heavily subsidising the course; departments only having to contribute £350 per delegate. Following discussions within the T+2 group, the Secretary is currently targeting specific BSOs who will be offered the places.

Action: Secretary to contact certain BSOs.

The Secretary is working with the Head of Safety at MRC-LMB to provide CL3 training for both organisations; one of the pre-requisites will be the BSP Level 1 training (noted above).

15.3 **IATA**

There will be a one-day training course covering transport of biological materials, known as 'Section 6.2', date and venue to be confirmed. There will not be another full IATA course until 2017.

Action: Date and venue of 6.2 course to be confirmed and advertised.

16 **Health and Safety Executive**

No further items to report.

17 **Accidents/Incidents**

Cuts, particularly from microtomes and needlesticks were briefly discussed. CAMs could be relevant if sharps are inappropriately disposed of and a needlestick occurs (*see Minute 5*).

18 **Miscellaneous**

18.1 **Report from Estate Management**

No representative attended the meeting.

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

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

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

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

18.4 **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 on a case of Weil's disease contracted by a student rower. Information had been sent to CUBC. They have added a news item on their website and alerted captains, coxes and their other contacts.

18.5 **Report from Consultative Committee for Safety (CCFS)**

Nothing to report.

19 **Information**

The Sub-committee discussed the availability and research involving the genome editing technique **CRISPR/Cas9**. This new technique raises a number of issues and it was agreed that the Secretary would send information to BSOs and that this should be a topic at the 2016 BSO Event. A suitable speaker will need to be identified.

Action:

- Secretary to send CRISPR/Cas9 URL etc to BSOs.
- Members to identify possible suitable speakers re CRISPR/Cas9 for the BSO Event and notify the Secretary ASAP.

It is understood that ISTR Guidance on the issue is currently being prepared and that the HSE is involved. The Safety Officer for the School of the Biological Sciences agreed to follow up with ISTR as he is an ISTR committee member.

Action: Mr Elsdon to follow up current position via ISTR.

20 Date of next meeting

Thursday 21 January 2016 at the Safety Office starting at 1430. Due to the planned move of the Safety Office to Greenwich House at the end of December 2015/beginning of January 2016, the venue for this meeting will be confirmed nearer the time.

The meeting closed at 1620.