

20 October 2016, 1000, 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 W Gatome, Dr A Gilliland, Professor I Goodfellow, Dr G Jackson-Koku, Mr T Jones, Dr J Kumita, Dr K Tibbles, Dr L Tiley, Dr M Vinnell, and Ms R Williams

In attendance: Ms L Dopson

1 Apologies for absence

Mrs M Gentry and Professor S Ozanne.

2 Minutes of the Sub-committee meeting held on Monday 11 April 2016

The Minutes were approved and then signed by the Chairman.

3 Matters arising from the Minutes

The Secretary reminded the Sub-committee that she had circulated the HSE Biological Agents eBulletin (7th edition) on 11 April 2016 to members.

There were no other matters arising that do not appear elsewhere on the agenda.

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

The Chairman welcomed Dr Gordon Jackson-Koku (Consultant Occupational Physician), Dr Wairimu Gatome (Named Veterinary Surgeon), and Dr Andrew Clarke (representing the School of Humanities and Social Sciences). Mr Chad Allen, President of Cambridge University Graduate Union and Ms Sophie Buck, CUSU's Welfare and Rights Officer were welcomed *in absentia*.

4.1 Sub-committee Remit

The Remit for 2016-2017 (*Paper BS/1617/01*) was accepted by the Sub-committee. There were no changes from last year.

4.2 Sub-committee Membership (*Paper BS/1617/02*)

The Sub-committee unanimously co-opted Mr T Fitzmaurice for a further year. The Director of Health and Safety asked for a minor change to the wording of the membership document due to organisational changes: the point regarding the co-option of a NAWCO to be replaced by 'A UBS Deputy Director appointed by the Establishment Licence Holder in consultation with the Secretary'.

Action: Secretary to amend membership document accordingly

5 Report from Sub-committee for Chemical Safety

- Dr Tiley reported that there were now two pieces of equipment for testing the face-fit of face masks, one of which is portable.
- Discussion had taken place at the Sub-committee regarding the need for more consultation on major projects safety issues. Ms B Weston in Estate Management is currently undertaking a major review of the Estate

Management Design Guidance. Mr Jones informed members that he would also be working with Dr Margaret Glendenning on this. The Director of Health and Safety further informed members that there is a huge conceptual re-write under way which is to be embedded in all new design projects.

- Discussion had taken place again regarding the wearing of safety spectacles in laboratories. From the 'eye' accident/incident reports over the past 4 years it was apparent that there is an increase in 'biological' rather than 'chemical' incidents. Although going back 4 years, these statistics do not take account of the improvement of control measures that have been taking place in departments more recently. A major issue was people not following the Risk Assessment (RA)/Standard Operating Procedure (SOP) instruction to wear safety spectacles and then having some sort of splash to the eye.

The Safety Officer, School of the Biological Sciences, remarked that people are breaking the law by not following the RA/SOP and this matter should be addressed by departments. Members agreed that it was the attitude and culture within the laboratory that needed challenging and changing. Dr Tiley explained that people in chemistry laboratories automatically assume the need for eye-protection because of the nature of the work they routinely do, and wearing eye-protection is part of their working culture. Those working in biological labs do not equate their day-to-day working activities with biologicals with the same routine potential danger, preferring to wear eye-protection only when risk assessment of a particular activity they are doing requires it. Mr Fitzmaurice raised his concern about the lack of monitoring of laboratory workers which is the responsibility of the PI in particular.

Following extensive discussion, it was agreed that the following recommendation be passed to the CCFS for possible ratification:

Chemical/biological splashes to eyes when risk assessments determining safety spectacles to be worn have been disregarded –

'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'.

Action: Above recommendation to go to CCFS

6 Codes of Practice/Leaflets/Policies etc

The Secretary reported that the LAA document had been withdrawn and replaced by an Animal Allergy (AA) document which will shortly be ready to put on the Safety Office website. Any amendments required should be brought to the

attention of the Secretary as they are noted, together with suggested wording, as in future this document will be continually updated as necessary.

Action: Secretary to finalise document and arrange for it to be placed on SO website

7 Reports on Visits and Inspections

External

- HSE visit to Gurdon BSU on 19 July 2016 – the Safety Officer, School of the Biological Sciences, explained that this had been as a result of a RIDDOR which had triggered an automatic inspection by the HSE. The issue was of ergonomics rather than biological safety but the work and location are of interest to this Sub-committee. An improvement notice had been served giving the University until 20 January 2017 to resolve the issues. Specialist ergonomists have had to be engaged.
- Dr Tiley gave an update on a CTSA visit to Veterinary Medicine. CTSA had 'red-flagged' the Department due to severe delays in the provision of certain security measures. These delays have now been resolved and the remedial work is in progress
- There have also been routine visits of the CTSA to Pathology and an APHA visit to the Sainsbury Laboratory.
- HSE visited West Forvie Building Phenomics Facility on 17 October 2016. The Safety Officer, School of the Biological Sciences, was present at the visit and explained that this had been a visit to inspect the control measures in place regarding transgenic animals. The visit went very well. Comment was made on the date of the regulations on the University GM proformas, the updating of which had been deliberately postponed following the change in legislation in 2014 due to expected guidance from the HSE which has subsequently not been forthcoming.
- HSE visit to Sainsbury Laboratory on 18 October 2016 – as the Assistant Biological/General Safety Adviser had been present, she reported to the Sub-committee. The inspection had been regarding GM plants. No concerns were raised and the Department had been praised for the way it disseminates and communicates safety issues across the Department. The Officer again raised the issue of the GM proforma and the Assistant Biological/General Safety Adviser explained that the updating of the GM proforma had been deliberately suspended pending SAGCM issuing guidance which had been expected over a year ago. This expected guidance from the HSE has now been severely delayed and the Officer is going to enquire as to what is causing the delay.

GM Form

Once the GM proformas are updated, when the risk assessment is reviewed (and possibly revised), departments will need to ensure that these are

transferred to the new GM proforma. As this could be a very large job, as an interim measure, the Director of Health and Safety suggested that a form signed by the appropriate people verifying that the risk assessment remains valid could be attached to the current risk assessment(s) paperwork.

Action: GM proformas to be updated. Departments to be advised of their actions required

Internal

Audits:

The Secretary reported that letters had been received recently from the Heads of Department of Chemistry and Clinical Neurosciences detailing all the actions taken since their audits which was very pleasing. An action plan had been received from CIMR.

8 Stevenage Bioscience Catalyst (SBC)

The Secretary reported that she believed the work under Professor Peter McNaughton had been transferred into the University of Cambridge, but needed to check on the current situation.

Action: Secretary to check on current situation

9 Containment Level 3 (CL3)

The Chairman reported that the Capella Project on the Biomedical Campus is now at the Design Qualification Stage. A consultant, Dr Paul McDermott, formerly of the HSE, has been appointed to advise on the CL3 facilities. Professor Goodfellow enquired whether these CL3 facilities could be used by other departments and Dr Wills responded that it was his understanding that this would be the case. He commented on the need to appoint a practically experienced manager once operational.

**10 DEFRA
10.1 SAPO**

The Assistant Biological/General Safety Adviser spoke to her report (*Paper BS/1617/03*) previously circulated to members.

11 Human Tissue Act (HTA)

The Assistant Biological/General Safety Adviser spoke to her report (*Paper BS/1617/04*) previously circulated to members. With regard to the HTA centralised database of tissue holdings, this project is progressing. She reported that since the report had been circulated, two new departments will be joining the HTA Licence – Dept of Physics and Dept of Zoology. She is in the process of dealing with the requisite paperwork.

12 Counter Terrorism

The Secretary reported that an updated version of the Schedule 5 list had recently been placed on the Safety Office website.

- 13 Database/ASQ/Auditing Biological Safety**
The Secretary reported that this year's ASQ had been sent out in September by Ms Dopson and there had been a very good response with very few outstanding returns and most of these departments had been in communication to say that they were 'working on it'. The new format developed with some help from Mr A Rose of UIS should help to facilitate analysis.
- 14 Biological Safety Officers**
A full revised list of Biological Safety Officers (*Paper BS/1617/05*) had been provided. The Secretary reported that several BSOs were still in need of up-to-date letters of appointment. The Secretary also noted that the Department of Geography had formally appointed a BSO for the first time.
- 15 Training**
Annual BSO Event (Tuesday 16 May 2017)
To be held at the Sainsbury Laboratory again. The Secretary and Chairman requested suggestions for topics and speakers.
- 16 DBSO Competency**
16.1 IATA
The Secretary reported that the full IATA course as well as the one-day course covering transport of biological materials, known as 'Section 6.2', would be running in 2017 and the dates and details of how to book can be found on the Safety Office website. 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 is liaising with the Head of Health and Safety at MRC-LMB regarding the provision of this course again collaboratively between the MRC-LMB and the University. It is possible that the course may be externally advertised in order to defray costs and help finance internal candidates.
- Action: Secretary to pursue BSP1 Course to be held locally**
- 17 Health and Safety Executive**
COSHH Consultation – the Secretary informed the Sub-committee that she had drawn the attention of the BSOs to the consultation and several had informed her that they had completed the survey.
- 18 Accidents/Incidents**
Incident (2016339)
The Chairman, being familiar with the apparatus, drew attention to possible misunderstandings regarding the nature of screened blood. It was agreed to obtain

further information from CIMR.

Action: Secretary to obtain further information about the actions taken by CIMR and liaise with the Chairman and Safety Officer, School of Clinical Medicine

19 Miscellaneous

19.1 Report from Estate Management

Tetra has been contracted to work with Estate Management on water safety management. Mr Jones reported that buildings across the University are currently being risk-assessed. Tetra is writing a water management policy for Estate Management. They are also carrying out a gap-analysis across the University. This process is still ongoing, but Mr Jones hopes to be able to report definite actions to the Sub-committee at its January 2017 meeting.

Mr Jones also reported that additional monitoring for legionella is being carried out on the University Centre, Madingley Hall, the Department of Chemistry, and the new Department of Chemical Engineering & Biotechnology building. It is intended that Tetra will devise training for University staff and he felt that it would be a good idea for Tetra to liaise with the Safety Office in this regard.

The Secretary asked Mr Jones if he knew what progress had been made on the updating of the Legionella leaflet that she gave to Ms Caroline Vickers of Tetra during a meeting that she had with her in August 2016 and which she had promised to check over/revise. The Director of Health and Safety had also attended this meeting briefly where Ms Vickers had offered to check over the information he uses for the Legionella Awareness courses that he delivers. As the Secretary has heard nothing since that meeting, Mr Jones promised that he would ascertain the current situation.

Action: Mr Jones to discover the situation regarding the legionella leaflet update and the awareness course information and let the Secretary know

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

The Safety Officer, School of the Biological Sciences, reported that it was planned for the MRC Toxicology Unit (Leicester) to join the University, probably in 2018. Although it will come under the aegis of the University, there would be some remote managing from the University of Leicester.

He shared his frustration regarding issues with animal by-products importation and transportation when dealing with the government veterinary department – APHA.

He reminded members that the ISTR Autumn Symposium will take place in Manchester on 15-16 November 2016. He believed that the biological day would be covering some issues of interest to the Sub-committee members and/or BSOs.

- 19.3 **Report from the Safety Officer, School of Clinical Medicine**
The Safety Officer, School of Clinical Medicine, spoke to his report (*Paper BS/1617/07*) previously circulated to members.
- Biomakespace – he reported some personal concerns with regard to this venture. He was concerned that it will be open access, out of hours, and somewhat beyond the University's control even though it will be on University premises as they will be tenants within the building. The Director of Health and Safety reassured him that Biomakespace would use all the University systems.
 - Rabies vectors – the Safety Officer, School of Clinical Medicine, thanked Dr Tiley for his help with this issue.
- 19.4 **Report from the Committee on Student Health and Wellbeing and the Advisory Group on Communicable Diseases**
The Director of Health and Safety reported that the main discussion at the most recent meeting had centred on students' concern regarding access to GP surgeries as the pressures on the NHS increase. Discussion on the Zika virus had also taken place and the potential dangers it poses for pregnant women.
- 20 **Report from Consultative Committee for Safety (CCFS)**
The Chairman had nothing to report.
- 21 **Date of next meeting**
The next meeting will take place on Thursday 26 January 2017.
The Chairman asked members to note that the April 2017 meeting had been moved to Tuesday 11 April 2017.
Both meetings will be at Greenwich House (Cairo Room) at 1430.

The meeting closed at 1125