

19 October 2017, 1430, Cairo Room, Greenwich House

Present: Dr M Wills (Chairman), Ms L Hinton-Mead (Secretary), Mr R Borthwick (invited), Dr G Christie, Professor P Cicuta, Dr A Clarke, Mr M Elsdon, Dr A-M Farmer (invited), Mr T Fitzmaurice, Mrs M Gentry, Dr A Gilliland, Dr J Kumita, Professor S Ozanne, Ms L Smith, Dr K Tibbles, and Dr L Tiley

In attendance: Ms L Dopson

1 Apologies for absence

Ms M Frazer-Carrol, Dr W Gatome, Professor I Goodfellow, Dr G Jackson-Koku, Mr T Jones, and Dr Vinnell.

Post-meeting: apologies were received from Ms R Williams Jones

2 Minutes of the Sub-committee meeting held on 11 April 2017

The Minutes were approved and then signed by the Chairman.

3 Matters arising from the Minutes

Minute 4: Report from Sub-committee for Chemical Safety (26 January 2017) and Minute 3: Matters arising from the Minutes (11 April 2017)

The Chairman reported that the 'Expert Directory' had been compiled and was now on the Safety Office website.

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

20.1 Report from Estate Management**20.1.1 Legionella**

(this item was brought forward in the Agenda as Mr Borthwick had to leave the meeting early)

Mr Borthwick spoke to his tabled report.

- Water Standard has been formally adopted by HSEC.
- Guidance documents supporting the Water Standard have been completed.
- Completion of a standard Log Book to operate the 'Written Scheme' as per HSG 274 pt 2.
- Log Books for a number of buildings have been compiled and issued. Onsite support is being provided.
- Production of Log Books for the remaining estate has been prioritised according to building risk.
- Tetra (Competent Support) have been formally discharged from their contract. Alternative Competent Support is being progressed.
- Programme in place to complete risk assessments of remaining outstanding buildings by close of 2017.
- From received reports, a significant volume of remedial works identified – of note are failings in the Management systems.
- Table of actions is being worked through.

1445 - Mr Borthwick left the meeting.

- 4 Remit and Membership of the Sub-committee for Biological Safety**
The Chairman welcomed Professor Pietro Cicuta (Physics) representing the School of the Physical Sciences.
Darshana Joshi, President of Cambridge University Graduate Union and Ms Michaela Frazer-Carroll, CUSU's Welfare and Rights Officer were welcomed *in absentia*.
- 4.1 Sub-committee Remit**
The Chairman introduced the Remit for 2017-2018 (*Paper BS/1718/01*) and pointed out the changes, including the Committee's GM Centre number. The Remit was accepted by the Sub-committee and will go forward to the CCFS.
- 4.2 Sub-committee Membership (*Paper BS/1718/02*)**
Mr T Fitzmaurice and Dr J Kumita were co-opted for the academic year 2017-2018.
Section 2.1 - Dr A Clarke requested that due to reorganisations 'Archaeology & Anthropology' be amended to just read 'Archaeology'.
Section 2.1 - Professor S Ozanne requested a correction to her name from Suzanne to Susan.
Section 4.1 – Dr A-M Farmer and Mrs M Gentry requested an amendment to read as – 'A UBS Deputy Director appointed by the Establishment Licence Holder in consultation with the Secretary'.
Dr K Tibbles requested that consideration be given to co-opting a Consultant Microbiologist. Historically, there had been such a member and should a suitable person be identified, the Sub-committee agreed to co-option.

The Chairman announced that the Secretary, Ms L Hinton-Mead, would be retiring at the end of December 2017. He wished to thank her for all her hard work on behalf of the Sub-committee, and told her that she would be very greatly missed.

Action: Secretary to amend membership document accordingly

- 5 Report from Sub-committee for Chemical Safety**
Dr Tiley was unable to report as the Sub-committee for Chemical Safety was not due to meet until 24 October 2017.
Post-meeting: The Sub-committee was subsequently cancelled due to lack of attendees.
- 6 Codes of Practice/Leaflets/Policies etc**
The Chairman reported that an extensive update to the GM Risk Assessment forms had been carried out and that the revised forms have been on the Safety Office (SO) website since May 2017, when they were launched at the BSO Event.

The Legionella Awareness leaflet was updated in June 2017.

`Safe working with arthropods: Containment and control for work with uninfected, infected and transgenic animals in research (covers research work with exotic and UK native species of arthropods (mosquitoes, biting midges and ticks) and GM insects that are vectors of virus diseases affecting animals (such as bluetongue virus or African horse sickness virus), and humans (such as Zika virus or dengue fever virus)). Produced by ISTR members – the link is on the Safety Office website.

The ACDP Approved List (Dangerous Pathogens) has been updated and the link currently on the website needs amending to link it to a live document rather than to a fixed document as it is currently.

Action: Ms Dopson to amend ACDP link on SO website

7 Reports on Visits and Inspections

The Sub-committee was informed of an upcoming routine visit of a CTSA to Veterinary Medicine.

8 Stevenage Bioscience Catalyst (SBC)

The Secretary reported that she understands that no projects are currently orphans and all have PIs within recognised University departments. The Sub-committee for Biological Safety provides the Biological Safety Committee for GM Centre 3190 in case of need. The original 'orphan project' now falls under the Department of Biochemistry.

9 Containment Level 3 (CL3)

The Chairman reported that the Containment Level 3 Working Group had been reconvened in June 2017 to consider unified inspection proforma lists. The general agreement was that daily, weekly, monthly, 6-monthly and yearly lists would be devised. The Secretary commented that the work was ongoing with the hope of completion by the end of 2017 and would be seen by the CL3 working group before submission to the Sub-committee for Biological Safety for final approval and adoption.

The Secretary reported that a detailed CL3 questionnaire had been sent out this year to relevant departments. This CL3 questionnaire will be sent out each year now alongside the standard biological safety questionnaire.

Discussion ensued regarding the CL3 facility at the new Chemical Engineering and Biotechnology building. Dr Christie confirmed that the new facility had not been commissioned yet. Apparently there are design errors, not just with the CL3 suite, but with the building as a whole that need to be rectified.

The Chairman suggested buying in the services of an independent person such as ex HSE Inspector, Dr Paul McDermott, who had been employed by Estate Management as a consultant on the Capella project and it has proved to be extremely helpful.

10 DEFRA

Nothing to report.

11 SAPO

Dr A Gilliland spoke to her report (*Paper BS/1718/03*) previously circulated to members.

- The current SAPO licence is valid until 1 February 2018, but the HSE has issued a reminder regarding licence renewal. With regard to this renewal process, various committees are meeting to review/revise the paperwork. Documented summaries from these meetings, as well as the risk assessments, are to be completed in November 2017.

12

Human Tissue Act (HTA)

Dr A Gilliland spoke to her report (*Paper BS/1718/04*) previously circulated to members.

- In order to help clarify the University structure with regard to HTA, Dr Gilliland set out a diagrammatical structure in her report. Dr A Clarke requested that certain alterations be made to this diagram to reflect the departmental changes in the Department of Archaeology.
- Department of Chemical Engineering and Biotechnology has completed the transfer of its human tissue holdings to its new premises on the West Cambridge site and the HTA has amended the University licence to reflect this change.
- Dr Gilliland sent out a departmental self-audit questionnaire and all departments have returned their completed questionnaires. This was fortunate timing as the biennial compliance questionnaire has now been published by HTA.
- The centralised Tissue Tracker database is now progressing with the help of a UIS Software Developer. Volunteers from each department will help test the database as updates are made.
- In September 2017 training was provided by the MRC Regulatory Support Centre.

13

Counter Terrorism

See Minute 7.

14

Database/ASQ/Auditing Biological Safety

The Secretary reported that there had been a very good response to this year's ASQ with very few outstanding returns.

15

Biological Safety Officers

A full revised list of Biological Safety Officers (*Paper BS/1718/05*) was tabled at the meeting. The Secretary reported that several BSOs were still in need of up-to-date letters of appointment. Dr A Clarke asked if the BSO appointment letter could be opened-ended. The Secretary explained that these appointment letters should be revisited each academic year unless the BSO duties were part of a person's job specification. This gives the BSO a chance to review the tasks and duties they have agreed.

16

Training

16.1

Annual BSO Event (Tuesday 15 May 2018)

To be held at the popular Sainsbury Laboratory again. As regard to topics, the Secretary listed Zoonoses and Toxins and it was also felt that it would be useful to have a short presentation on using the correct/accurate terminology when writing risk assessments and also address the issue of poorly written accident reports submitted to the Safety Office.

17

DBSO Competency

17.1

IATA

The Secretary reported that the one-day course covering transport of biological materials, known as 'Section 6.2', would be running in 2018, but the date had yet to be confirmed. The Full IATA course is expected to be run again in 2019.

17.2

BSP Level 1

The Secretary had been liaising with Mr Neil Hawthorne, Head of Health and Safety at MRC-LMB, regarding the provision of this course again collaboratively between

the MRC-LMB and the University. However, he had now left MRC-LMB and so progress on this matter had come to a halt at the present. The Secretary reminded members that there is an accredited online course available from Edinburgh University and that the HSL also offers the course from time to time. The Chairman commented that investigations regarding the possibility of being able to run the BSP1 Course on site from time-to-time remain ongoing.

18 Health and Safety Executive

Nothing to report.

19 Accidents/Incidents

The Chairman reported that in the pre-meeting he had had with the Secretary, they had both been disappointed with the poor descriptions on many of the original accident report forms being sent to the Safety Office. They were poorly written and led to inaccurate assumptions as to what had actually taken place. The Chairman and the Secretary emphasised that there was a need to use the correct terminology, and the correct categorisation of pathogens and GM projects. Consequences and action(s) taken following an accident/incident were also often missing. Additionally they both felt that there was a possibility that DSOs who were signing off the reports had often not involved the DBSO with their specialist knowledge in the event of a biological accident/incident. It was agreed that DSOs and BSOs in relevant departments should be contacted by formal memorandum reminding them that there should be a comment on the form to confirm, if specialist biological knowledge/advice had been sought and that the accident report form should reflect this by stating 'consulted BSO' - prior to the form being submitted to the Safety Office. Mr M Elsdon suggested that it would also be useful to highlight this at the DSO Event in March 2018.

Action: Secretary to send memorandum BSOs and DSOs to remind them of the need to write accurate descriptions of accidents/incidents, use correct (and consistent) terminology, note the consequences/action taken, and to obtain specialist advice from the BSO if accident/incident is a biological one, and to note this accordingly

20 Miscellaneous

20.1 Report from Estate Management

20.1.1 Legionella

This Agenda item was discussed at the outset of the meeting.

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

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

20.3 Report from the Safety Officer, School of Clinical Medicine

The Safety Officer, School of Clinical Medicine, spoke to his report (*Paper BS/1718/07*) previously circulated to members. He reported that matters had come to a head regarding Addenbrooke's/NHS and the University and conflicting work practices and standards. Often NHS and University workers are working to different standards in the same laboratory. Addenbrooke's does not tend to use microbiological safety cabinets and work is often carried out on open benches, whereas the University employs a more precautionary approach due to potential risks from aerosolised unscreened blood. This has led recently to a situation in a shared facility where the University department has withdrawn its members from operations until the NHS side provides suitable risk assessments for the work to be undertaken. Certain

recent discoveries by PHE are suggesting that the University's approach to handling unscreened blood is the correct one. Addenbrooke's is now getting advice from a consultant from PHE to identify the risks of working on the open bench with blood and tissue samples. Dr Tibbles is very interested to see the outcome of this consultation.

Dr Tiley and Dr Kumita both left the meeting at 1545.

Dr Gilliland felt that if the unknowns are unknown then the University *has* to work on a precautionary basis, therefore to work to CL2 and, if available, in a Class 2 microbiological safety cabinet.

On a separate matter, Dr Tibbles raised his concern with regard to Hantavirus infections and the issue of rodents kept as pets by members of staff and students. A discussion then ensued with regard to procedure in animal units. The general consensus was that it would be very difficult to patrol what pets people have at home.

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

These committees are not due to meet until the end of October/beginning of November 2017. The Secretary informed the Sub-committee that an update on meningitis had been published by the NHS and Public Health England.

20.5 Report from Consultative Committee for Safety (CCFS)

The Chairman reported that the University Water Standard developed by Estate Management in consultation with the Sub-committee for Biological Safety, had been approved by CCFS for onward submission to HSEC.

21 Information

Ms Smith reported to members that there is currently a global shortage of Hep B vaccine and this shortage had now been ongoing since August 2017. There is also a problem with the supply of Hep A vaccine. Vaccine for Hep B will, hopefully, be more readily available early next year. Occupational Health has sent a letter to all DSOs, Administrators, BSOs etc to advise them of the situation. Ms Smith reassured members that Occupational Health hold a stock for post-exposure. She emphasised that, if a person is referred to Occupational Health for a Hep B vaccination, they would also require the risk assessment.

22 Date of next meeting

The next meeting will take place on Thursday 25 January 2018 at Greenwich House in the Cairo Room at 1430.

The meeting closed at 1605.