

22 October 2019, 1400 in the Jaffna Meeting Room, Greenwich House.

Present: Dr M Glendenning (Chair) Mr J Hulme (Secretary)
Dr G Martell, Dr J Skidmore, Dr K Tibbles, Dr L Tiley and Dr R Turner.
In attendance: Mrs S Boggie.
Apologies Received from: Ms S Alai, Mrs A Eccles, Mr M Elsdon, Professor E Reisner and Dr M Vinnell.

1. Minutes of the Sub-committee meeting held 2 April 2019.

The minutes were agreed and signed.

2. Matters arising from the minutes

Minute 2, Minute 15.2 Oxygen depletion monitoring in cryogenic storage facilities

The Secretary reported that the survey had received a good number of responses, however not every department has responded. Departments were now more aware of their monitors and the checks, and battery/equipment replacements that have to be considered. The chemical inventory has the capability for the monitor to be included as an item, a date of expiry can be added and this will flag up and remind users of checks / replacements at the appropriate time. The Safety Office is preparing an Annual Safety Questionnaire and this will include a question about monitors, the Biological ASQ includes a question re monitors.

Minute 7 Cryogen derived house gases

Dr Vinnell has contacted the department, which were in the process of requesting funding.

Minute 8 Hazardous Waste

School Safety Advisers have informed building users / will inform users when the buildings are operational.

3. Chairman's Items

The Chair reported on the post of Chemical Safety Adviser; John Hulme was due to retire at the end of 2019, however after advertising and interviews, none of the candidates were suitable to appoint, and John will continue in his role into 2020. During 2020 the position will be re-advertised and there is expected to be an overlap period to support the new role holder.

4. Remit

The remit was received and agreed with no updates, this will be forwarded to CCFS. The Committee discussed the membership as there were a number of up and coming changes. Professor Reisner has stepped down, the School of Physical Sciences has been contacted regarding a replacement. Ms Williams has left the University and John Hulme has approached Ms Anya Howe from Physics to become the new technical representative. It was noted there was no member from the Joint Unions a representative request will be made.

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5. Asbestos

The Secretary reported that some asbestos mats were found, these were subsequently disposed of. The other most commonly discovered items of asbestos is found in oven door seals and the departments concerned are aware.

As this Sub-committee is tasked with asbestos in equipment not buildings, it was agreed to encompass both asbestos and mercury in equipment, this agenda item will be retitled "Asbestos and Mercury Containing Equipment".

6. Building Projects / Design Guide

The Chair noted that the Design Guide is available on line and comments can be made to David Green. It was also noted that some building works will have an agreed build under an older design guide, not the current document.

7. Chemical Inventories

The Secretary reported that nearly all departments are using the chemical inventory, with just a few individuals who are resistant to use the inventory. The University is renewing its annual licence, there is a fixed price 5 year contract.

8. Cryogen derived house gases

Mr Elsdon and Mrs Eccles have further information and details of this issue. The department which requires replacement pipework is currently using gas cylinders until the system is replaced. Estate Management may have some information regarding pipework and detailed building plans.

9. Hazardous Waste

The Secretary reported on the current waste contract which is being annually renewed during its 5 year contract (the contractor can increase costs by, maximum, inflation). When the 5 years is completed, the contract will be tendered, it will be essential for the staff to be retained/TUPE'd, due to their knowledge. A duty of care visit is still to be planned, it was delayed so that the new member of staff could attend and as this will not be until 2020, the Secretary and Chair to confirm timescale of visit.

10. Environmental Monitoring

The Safety Office continues to undertake environmental monitoring. Dr Martell requested if she could receive information, a request will be made to Mr Brennan.

11. Occupational Health Report

The biological ASQ had picked up on some departments working with heavy metals, further information regarding work on these and other substances will be reported as necessary.

12. Training

The Secretary reported that training continues to be rolled out to staff and students.

13. Fire Safety

No report received.

14. Accidents and Incidents

Incident reports since the last meeting were received by the Committee, no trends were identified. The Committee had a discussion regarding cross contamination of shared IT equipment in a laboratory.

15. Any other Business

15.1 3D printers – the Secretary noted the Safety Office webpage, which includes guidance produced by CLEAPSS. The Secretary to produce a small survey to determine the number of printers involved.

15.2 Over the research period, the Safety Office received a request regarding holdings of ricin. The confirmed holding has a certificate; also a small amount of ricin discovered has been disposed of (this was not automatically picked up on the chemical inventory as ricin was spelt incorrectly).

15.3 Chemical Weapons Convention return, the request for information will be distributed in December.

16. Dates for the next Academic Year

21 January 2020 (Cairo), 31 March 2020 (Cairo), 1400 at Greenwich House.