



DSO Newsletter



April 2021

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(Optical and EMF) Radiation



Physical Safety

Covid related items

1. Ventilation Risk Assessment Tool (COVID-19 Multi occupancy space assessment) HSD211M (rev 2)

In the initial stages of the Covid-19 pandemic there was little information available as to the importance of ventilation in the fight to reduce transmission of the coronavirus. [This guidance](#) gives you the information on key factors that will help you assess this aspect of risk management and improve ventilation in your buildings.

Since the beginning of January 2021 it has been a University requirement that the guidance is used on all occupied multi-occupancy spaces in buildings. **No space should be used that has not been assessed.**

Following information on ventilation risk from SAGE, released in late 2020, this tool has been produced by the University Safety Office, in collaboration with Cambridge academics who have conducted specific research in this field.

Each multi-occupancy space is initially assessed with the tool and will fall into a RAG rated category. If a green rating is achieved then no further action needs to be taken and the space can be used at the occupancy levels entered or below.

Should an orange or red rating be achieved then the space should be further assessed using the [airborne.cam calculator](#). This calculator will look in more detail and produce a percentage infection risk to users of the space overtime. Both of these are continually being reviewed to take into account local infection rates. Please see the Safety Office website for the most up to date version and acceptable risk levels for space occupation.

At any stage the [SafeSpace team](#) are available to support you in these assessments, so please do get in touch. We also have access to academic experts that we can refer you to if you have any particularly challenging spaces.

2. SafeSpace Team follow up survey

The SafeSpace Team inspected all open sites in 2020 and have now conducted follow up questionnaires to ensure that these sites have reviewed their arrangements in light of the risks posed by the new COVID variants and conditions of the new lockdown. If you have received an email asking you to fill in the questionnaire please do so as soon as possible so that outstanding issues can be addressed.

If your Department/Institution has opened since Jan 2021 and you have not received a visit then please [contact the team](#) who will arrange an inspection.



3. First Aid Cover during the Pandemic

Covering this vital role over the past 12 months in the workplace has definitely had its challenges with most of the fully trained first aiders working from home. It is important to remember that providing adequate first aid cover is a legal duty and it must be appropriate for the number of people in building and the type of work being undertaken. Please remember that University trained first aiders are not associated with just one Dept. and where possible can be shared between adjacent depts., this is one way to ensure cover is available. A fully trained first aider must be available if high risk work is going on, such as lab work or workshop activities. For further information please see the [latest guidance document](#).

We are aware that some trained first aiders may not return to the workplace full time once COVID 19 restrictions are lifted, to help the Safety Office plan for future provision we will be sending out a short survey to ask basic questions regarding your current situation for first aid cover. Please complete this ASAP when you receive it. This will be send via Qualtrics software so please look out for this in your emails.

4. Bureau Veritas Inspections of Pressure and Lifting Equipment.



Many items missed their last inspection due to the building being closed or depts. not accepting outside contractors. As all University buildings should now be open (even if not occupied) it is important that all equipment gets inspected. Please arrange for all items that you are responsible for to be inspected at the earliest opportunity. The Safety Office are currently chasing depts. with out of date equipment to help ensure we are fully compliant. If you have any questions regarding this please [contact the Safety Office](#).

Non-Covid items

1. Safety Committee Guidance Document HSD212M

Does your department have a Health and Safety committee? If yes, is it being run effectively? And if no, should you form a committee? There is a duty on employers to consult and involve their employees on health and safety matters.

Heads of Institution/Department/Faculty should appoint a Health and Safety Committee. The role of the committee is to oversee and advise senior management on specific health and safety matters. In smaller departments where the appointment of a committee is not justified, health and safety should be a standard item on the agenda of departmental management meetings. For those institutions for whom a safety committee is not justified, the decision should be regularly reviewed in consultation with the Safety Office.

The Safety Office have published this [new guidance](#) for all safety committees to use to help ensure that your committee is using the PLAN, DO, CHECK Act approach. This approach will ensure that your committee do not only receive health and safety information, but will review and act on any findings to ensure you have continuous improvement in your health and safety performance.

For further advice and guidance on committees please [contact the Safety Office](#).

2. Workshop Inspections

Safety office audits in 2019-2020 found that departments need extra support in assessing the risk of work equipment particularly in workshops. The Physical Safety Team are therefore planning a series of inspections of workshops and specific training across the University Estate.

This work has been delayed due to the COVID pandemic but will commence as soon as is possible.

Equipment provided for use at work should be:

- suitable for the intended use
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- used only by people who have received adequate information, instruction and training
- accompanied by suitable health and safety measures, such as protective devices and controls.

The inspection programme will help your department assess how well you comply with work equipment legislation and produce an action plan for you to improve safety in this particular area.

The training is aimed at those conducting risk assessments in workshops and will be delivered by specialist trainers from the Health and Safety Laboratories. This course can only be delivered once current lockdown restrictions are lifted and it is deemed safe to deliver face to face training again. Please [contact the Safety Office](#) for more information on this course.

3. Lone Worker Protection System

The following company has been in touch with some solutions for lone worker protection. Ordinarily the company would have been invited to speak at our DSO event, as this event is not going ahead we have provided a link to their literature here. If you are interested in the solutions they have to offer please contact them directly to discuss your needs further.

[Employee Protection Booklet](#)

[Employee Protection Devices Overview](#)



Accident / Incident Compliance

New Incident Reporting System

<https://www.safety.admin.cam.ac.uk/subjects/accidents-incidents>

Access for DSOs. You are fully registered users. When in the Safety Office intranet site, you can click on the icon below



Action for DSOs – it would be great if you could add a link on your intranet site to the University link above to direct portal users to the incident reporting system, they would do so by clicking on the icon below



Main System Access	Portal Access
	
For whom is it? Registered users (DSOs, Departmental Administrators etc) should always access the main online reporting system by clicking on the icon above.	For whom is it? All unregistered University personnel who wish to report an incident, however major or minor, should do so using the portal. This can be accessed by clicking on the icon above.
What training/guidance is available? - Training Manual/Step-by-Step Guide for registered users, such as DSOs and Departmental Administrators - Follow up of Incident Reports : Question Set	What training/guidance is available? - Step-by-Step Guide for Portal users - Assistance is also available from your DSO - Further questions for non-registered AssessNet users

361 Number of all incidents types reported to Safety Office from 1 Jan 2020 - 31 Jan 2021

204 Number reported through the portal from 1 Jan 2020 - 31 Jan 2021 (all incident types). Therefore, 56% were sent in by anyone in the University with a Raven password.

91 Number of near misses reported (a quarter of reports were of near misses). This is one of the indicators of a good safety culture within the University.

Training in the use of the new online incident reporting system was both face to face and via two training manuals created in 2020:

- For registered users such as DSOs
- For Portal users

[Contact us with any enquiries](#)



- CL3 policy (new)
- HTA manual (revised)
- Working in labs with Covid

HTA Research Licence 12196

November 2020

Quality Manual

Policy on Using, Storing & Disposal of Human Tissues & Samples
to meet the requirements of the Human Tissue Act (2004)

Occupational Health and Safety Service
HSD086B (rev 3)

 **UNIVERSITY OF
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Coming up in 2021

- BSO Training Event will take place on Tuesday 18 May 2021
- New Bio RA template
- New guidance on working with blood and tissues
- New guidance on safe practice in biological research

Going forward

- HTA compliance audits and inspections
- Inspection of CL3 and derogated CL3 lab inspections
- Biological safety audits

The Biological Safety Series

Updated & new [guidance leaflets/documents](#) produced since the last DSO update in 2019



Ionising and non-ionising (optical and EMF) radiation

A warm welcome to Cambridge to staff at the [MRC Toxicology Unit](#) which underwent a legal transfer from MRC to the University of Cambridge in 2018 and has now physically relocated from Leicester to the Central Site. All credit to Toxicology Unit staff for the work done in preparing and adapting to the new arrangements. Our appreciation also to nearby Central site departments for their collaboration and practical assistance provided to the Unit in radiation protection and other aspects of safety.

Ionising radiation updates

All essential services have continued to be provided by the Radiation Team at the Safety Office over the past year.

DSOs should note that X ray devices are increasing available and we have recently received queries/proposals from departments which do not normally carry out any radiation work. A reminder that the RPA must be consulted prior to any new equipment or work and X ray devices normally come under the requirements of the Ionising Radiation Regulations (IRR) 2017.

More detailed information for RPSs can be found in the latest [RPS update memos](#) (2020 and 2021) which includes useful links, updates on regulatory issues and RP services.

Continuing radiation work and lockdown arrangements have been under the usual level of scrutiny by regulators, with several Environment Agency “inspections” carried out online. Although both the Environment Agency and HSE issued Regulatory Position Statements regarding anticipated Environmental Permitting Regulations (EPR) and IRR non-compliances between March and June 2020, there was an expectation that requirements would generally continue to be met and very few non-compliances were reported thanks to efforts made by departments and ensuring “Covid-safe” access for compliance purposes where needed. As always, if there are any potential problems in complying with any of the relevant regulations, including any waste management issues, the University RPA/RWA must be informed as soon as possible. For those of you who normally assist in dosimetry management and distribution, thank you for your efforts (and patience) where deliveries and collections have been difficult (see the latest RPS memo for information on dosimetry services). Thanks also to those DSOs involved in reviewing first aid and radiation contingency plan arrangements with respect to Covid-19.

The annual RPS update will take place on the morning of Tuesday 20 April 2021 via Teams. All RPSs are expected to attend, and any others peripherally involved in radiation protection and waste management are welcome to attend.

The two day unsealed source RPS course will be delivered this year via pre-recorded lectures in addition to live online sessions on the mornings of 14 and 15 June 2021 with priority given to new RPS who have not yet attended a course. All other ionising and non-ionising radiation courses continue to be available via Teams (bookable via the Safety Office website and please ask if there do not appear to be any available courses).

A Laser Safety Officers meeting will be arranged in due course and will include updates relating to relevant standards.

A [short online course to help understanding of facts and myths surrounding UV safety](#) has been created. This is based on the UV safety presentation Simon Hoer was due to give at the 2020 DSO event.

HSE recently carried out a review of the implementation of the Control of Electromagnetic Fields at Work Regulations 2016. A reminder of the [key requirements from the 2017 DSO event](#) can be viewed with examples of the most common areas of work which need action under [these regulations \(NMR and MRI\)](#) and links to further details on the website.

Please do not hesitate to [contact the Radiation Team](#) if you have questions on any of the above.