



DSO Newsletter



August 2022

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Accident / Incident Information

Introduction

In January 2020, the Safety Office launched the new **online accident reporting system (AssessNET)**. Use of paper forms (or scans/emails of the old forms) is therefore no longer an option.



The software training for DSOs and Departmental Administrators was initially done face-to-face, but stopped due to the pandemic and is now available primarily via a written training manuals on the Safety Office website. The manuals contain plenty of screenshots and examples and where additional support is required virtual training is available.

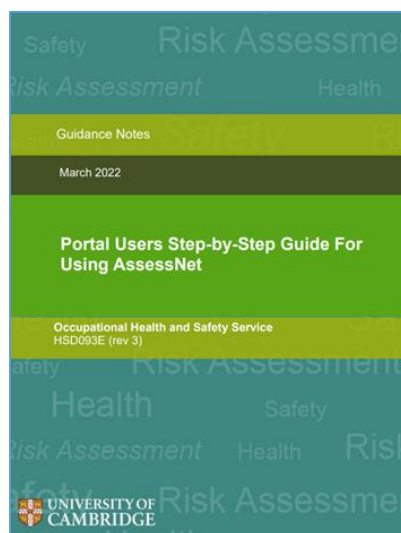
Since some DSOs and Departmental Administrators might still not be aware that there is this new accident reporting system, a section has been included below to get them started.

Are you new to AssessNET? Read on...

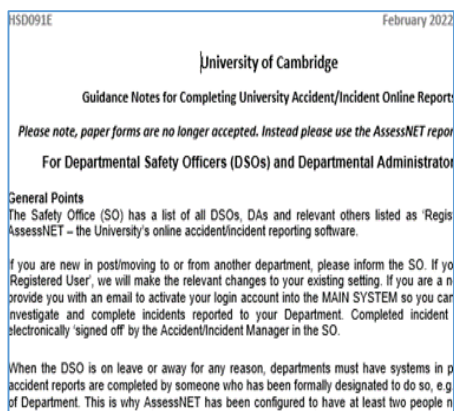
- Visit the Accident/Incident webpages on the Safety Office website to find out all about this on-line system: <https://www.safety.admin.cam.ac.uk/subjects/accidents-and-incidents>
- There is a Frequently-Asked-Question section
- There are two software training manuals available for downloading: one for DSOs/Departmental Administrators (termed 'Registered Users') and one for all other University staff/students ('Portal Users')
- IMPORTANT: If you are a DSO or Departmental Administrator and are not aware of the AssessNET system and/or have not registered yet, please contact the Accidents/Incidents team by email: accidents-incidents@admin.cam.ac.uk who will help you to get set up.

What is new on the Safety Office Accident/Incident webpage?

1. AssessNET changed some graphics in their software last year, hence both **AssessNET training manuals** (Registered User and Portal User) were revised in January 2022 and are available on the [Accident/Incident webpage for you to download and have available for referencing](#).



2. In March 2022, the **guidance notes, information leaflets** on accident reporting and RIDDOR reporting categories were revised and updated. These are short succinct advice documents covering the essentials on accident reporting online.



3. There is a **[new version of the DSO Question set \('Further Questions by the DSO for Portal Users'\)](#)** that can be used by DSOs/DAs to ask First aiders or any witness to complete. They contain all the questions that are within the accident record and hence will save you valuable time since use should reduce the need for lengthy emails.

Future training

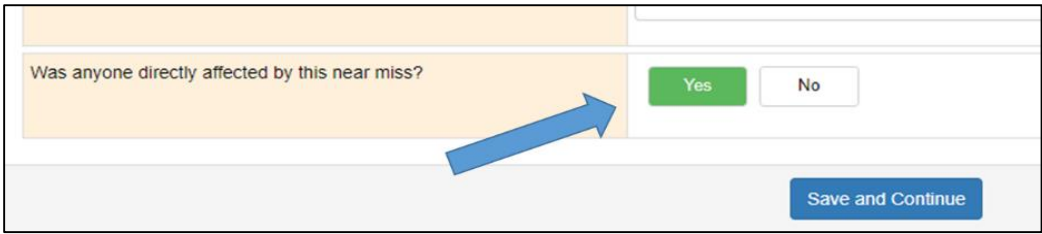
- The Safety Office is currently developing an **AssessNET Software online training course** to complement the existing training manuals.
- This will be followed by an on-line **accident investigation course** designed to give you all the knowledge and tools required to identify what caused an accident or a severe near miss.

Before we launch the course(s), we would like to contact a few of you to road-test them and so that we can receive your valuable feedback.

What is new in the AssessNET software?

1. **Cuts/needle-stick injuries and near misses.** A new question has been added to the accident record that asks for more information on potential biological/chemical/radioactive contaminations of any sharps/glass/needles.
2. **Near Miss events and 'Affected Person' - The Accident Incident Manager asks for assistance from all DSOs and DAs.** Many of the submitted Near Miss reports do not mention the name and IP/Person status of the person who was involved. This maybe because the wording used within the AssessNET software is misleading as it uses the term 'affected' i.e. the software asks: *'Was anyone directly affected by this near miss?'*. The use of the term 'affected' is often interpreted (understandably) by DSOs as being 'harmed/injured' rather than being seen as involved through witnessing a hazard or escaping an event unharmed. This means the answer is often given as 'No' and thus results in no data on the IP/Person status being provided, resulting in valuable information absent from when accident data is analysed.

To remedy this, DSOs/DAs should select ‘Yes’ for the question about anyone being directly ‘affected’ by the Near Miss event. As illustrated if someone witnesses or escapes the event unharmed, please ‘click’ on ‘Yes’:

A screenshot of a web form. The question "Was anyone directly affected by this near miss?" is displayed in a light orange box. To the right of the question are two buttons: a green "Yes" button and a white "No" button. A blue arrow points from the question box towards the "Yes" button. At the bottom right of the form is a blue "Save and Continue" button.

Completing this section does not take very long because only the person’s forename, surname and status are required.

- 3. **Events involving fire and fire false alarms.** Please report on AssessNET all types of fires (no matter how small) as well as all false alarms (unwanted fire signals). Doing so will enable the Safety Office to gather data that will enable the University to monitor how well fire safety systems are working (e.g. compliance with regards to evacuation of buildings).
- 4. **Change to selectable options for IP Status.** Several Safety Sub-Committee members have suggested there is a need to more clearly identify members of staff and students that would benefit from further training and support. The current selectable options within the software do not allow the Safety Office to see where to invest time and resource. We are currently working together with RISKEX, the software provider, to develop a two-tier selection option for the ‘Person Status’ of the IP. We will be in touch with all DSOs before the change goes ‘live’.
- 5. **Removal of ‘Illness/Disease’ option from Portal.** The ‘Illness/Diseases’ option currently on the Portal User side will be removed because this options is often chosen in error. The ‘Illness/Disease’ option will remain available to the Registered Users (e.g. DSOs and DAs) so the information can be added retrospectively should there be a need for it. Please note there is a ‘*health condition*’ selectable option within the ‘*Injury*’ section that can be selected for those cases where there is no real illness/disease, but a more common case of feeling unwell or fainting.

Contact details of the Accident/Incident Team:

Email: Accidents-Incidents@admin.cam.ac.uk
Phone (Cornelia Gewert – Safety Office Accident Incident Manager):
Office: 01223 339535;
Work Mobile: 07395 308157

Workshop Safety Inspection programme

The Safety Office have been working closely with workshop managers and technicians over the last few months to review the management of safety in workshops.

The programme has included:

1. A Safety Office led inspection of each workshop within departments
2. A two day (IOSH approved) machinery safety course for a member of each Department
3. The production of new Guidance document which includes templates for recording risk assessment, training and schedules and records of maintenance.



The course has proved very popular so an additional session has now been booked for 21-22 September 2022 – (there are 16 places available). Departments will have to pay for places so please [contact Lois Durrant in the Safety Office for further information and booking](#).

The guidance has now been piloted and will be passing through the sub-committee for Physical Safety for approval in October at which point it will be made widely available.

If you have a workshop and have not been involved in the programme please [contact the Safety Office](#) and we will arrange an update and inspection for you.

New Engineering Inspection Contractor

On 1 August 2022 British Engineering Services (BES) will be taking over The University Statutory Engineering Inspection contract currently held with Bureau Veritas.

We are currently working very closely with to BES to ensure a smooth hand over. All those involved have already been contacted to ensure that they have down loaded all their data from the Bureau Veritas SWIFT database, it is anticipated that we will only have access to this data for 30 days from 31 July so please make sure all data is extracted before this date. If you have any problems please contact safety@admin.cam.ac.uk.

Under normal operating service BES will send out emails to departmental lead contacts to arrange inspections 28, 21, 14, and 7 days prior to the proposed inspection date. These emails will also contain all the information required for the inspection to be completed, i.e. what preparation of the asset is expected. It is vital that the Safety Office have the correct details of all those responsible for both pressure and lifting accessories within all departments. If this person changes please let the Safety Office know asap to provide the new details to BES.

As we start the contract there may not be 28 days notice given to arrange these inspections during the first few weeks, please try to be as accommodating as possible with BES to help get all our assets inspected before their current certificate expires.

Bureau Veritas will exit the contract leaving the University with a substantial amount of assets out of inspection date. BES are aware of this and will work to get these inspected as soon as possible, but given the number this may take several weeks to catch up. They are asking if weekend work will be possible to help with this process again please try and facilitate this wherever possible. Weekend work will not be standard practice but is being offered to help get departments assets back up and running and legally compliant.

Any asset without a valid inspection certificate must be taken out of service and isolated until it has been inspected. Without a valid certificate we are not insured to used such equipment.

More details on the new contract will be sent out to the relevant people over the coming weeks, training on the new electronic database 'e - report' will also be undertaken over the coming weeks for all those with responsibility for these assets, again details of this will be sent out shortly via email to those affected.

If you have any questions please email safety@admin.cam.ac.uk.

First Aid Provision



Hybrid working has had a huge affect on First Aid provision across the whole Estate. It is important to remember that providing adequate first aid cover is a legal requirement and it must be appropriate for the number of people in a building and the type of work being undertaken. We have had a number of accidents reported recently where no first aider was available, this situation cannot continue.

It is the responsibility of all departments to ensure first aid cover is available when their buildings are occupied. This can be achieved by sharing first aiders across departments in multi-occupancy or adjacent buildings. If you would like to discuss your first aid needs then [please contact the Safety Office](#)

Risk Assessment Training

Please be aware that risk assessment training is available from the Safety Office, courses have been scheduled into the calendar which will be published in September, please go to our website to book your place. <https://www.safety.admin.cam.ac.uk/training>

Please also note that if you have enough people within your department requiring this training (12-16) then this course can be run within your department. For further details of [this please contact the Safety Office](#).



Ionising radiation section

A new series of radiation (unsealed sources) management compliance audits is being carried out by members of the Safety Office Radiation Team, and we expect to visit all departments using unsealed sources over a period of about 2 years. The audit is a systematic review checking compliance with relevant safety and environmental legislation and it is also an opportunity to discuss an issues or concerns from the department's side. Any DSOs who are appointed as Radiation Protection Supervisors (RPSs) will automatically be invited to the audit, but others may be able to attend on request.

Several departments have recently been inspected by the Environment Agency (Radioactive Substances Regulation under the Environmental Permitting Regulations). The lead EA inspector is fairly new to the University and has a slightly different emphasis and approach from other inspectors, but the general approach is consistent with previous EA inspectors: we were given reasonable notice of the inspection, EA requested certain documents to be supplied in advance and the inspection on the day included a very detailed examination of stock, waste and contamination records and other evidence of Permit compliance. We expect similar inspections of all permitted sites.

Annual test and examination of radiation monitors is a legal requirement, and a reminder that the 2022/2023 monitor test programme is about to start. Any DSOs and RPSs who assist in collecting and preparing monitors to be tested will receive an email from us in early August.

The group contact email for the Safety Office Radiation Team is radiation-protection@admin.cam.ac.uk, and of course you can continue to contact us individually as needed.

2022 BSO Training Event

The Safety Office held its Annual BSO Training event, which took place online on Tuesday, 17 May 2022.

There are a number of links below that provide you with the programme, the slides for each talk and a video recording of the event. These are available on the Safety Office intranet to everybody with a Raven password.

- [Programme](#)
- [Updates and Information for BSOs](#) (Androulla Gilliland, Assistant Director, Safety Office)
- [Safe use of sharps in research](#) (Keff Tibbles, Safety Officer - School of the Clinical Medicine)
- [I have been appointed BSO - What do I do?](#) (Andrew Grant, Veterinary Medicine School)
- [In-vivo research and UBS - Our challenges and expectations](#) (Keith Savill, Facilities Director, University Biomedical Services)
- [The Numbers and Validation Games](#) (Mark Wills, Dept of Medicine and Chair of the Sub-Committee for Biological Safety)

The Zoom video recording of the [BSO Training Event 2022](#)

Annual Biological Questionnaires and Surveys



There are a number of annual surveys for compliance assurance sent from the biological section to departments over the summer. If your department has a BSO and /or an HTA Person Designate, they may liaise with you to obtain information for the responses. Depending on the type of biological activity, it could be one or all of the following:

1. The Annual Biological Safety Questionnaire (ABSQ). It is sent to all University Departments and Institutes carrying out biological work- the **deadline for responses is 30 September 2022**.
2. Departments with CL3 or derogated CL3 facilities will receive an additional CL3 questionnaire- the **deadline for responses is 30 September 2022**.
3. The annual HTA self-audit questionnaire was issued to departments on the University (Research) HTA licence (licence number 12196). The deadline for HTA survey submission is **Friday 26 August 2022**.

If you have any questions please email Androulla Gilliland (ag727@cam.ac.uk) or safety@admin.cam.ac.uk if you have any queries.