



DSO Newsletter



January 2022

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Virtual Training – Departmental Safety Officer (DSO) Essentials

An introduction to your role

If you are a newly appointed Departmental Safety Officer, this course will give you all the essential information you need to understand your new role, what the role involves and what it doesn't. We will introduce the key topics of Health and Safety that you will be working with and have plenty of opportunity to discuss any queries that you have. The course should be completed within 3 months of being appointed as a DSO. Space permitting, we also welcome current DSO's and others with a health and safety role. Book through the University training pages.

Respiratory Protective Equipment (RPE)

Face fit testing

Many University staff use RPE to protect themselves from hazards they are working with in a variety of settings e.g. in the lab, using cleaning chemicals, working with animals or using machinery that generates dust.

RPE will only protect the wearer adequately if it fits properly, so 'face fit testing' is an essential part of the selection process and a legal obligation under COSHH wherever the Risk Assessment identifies RPE as a control measure. Face fit testing is required for all close-fitting types of RPE, where the seal between the person's face and the RPE is critical, including 'disposable face' masks. Note: It is unlikely that one size or even a range of products from one manufacturer will fit everyone. In addition to the 'face fit test', each time close fitting RPE is used (put on aka donned) it must be 'fit checked'.

The Safety Office offer a face fit service to University staff and students. The Fit test is a qualitative test using a 'portacount' machine. Quantitative tests are non-subjective and give a numerical value of the 'fit factor'. They are based on instrument measurements to determine the ratio of the number of airborne particles inside and outside the mask during an exercise routine.

The Safety Office also run courses to enable Departments to train testers and then carry out testing for their own staff.

Due to the pandemic testing has been limited, we know from the Safety Office annual survey that departments are behind with testing and that some have no trained tester or have a tester who has not completed a test for some time. In line with industry recommendations all trained testers are required to complete training every three years. Dates are now being set for retraining of existing testers (these will be published and circulated soon) and also formal training for testers who have not used a portacount before.

If you are interested in training a member of your department or have staff/students who need testing please contact the [Safety Office](#).

Workshop Safety Inspections

The Safety Office are conducting workshop safety inspections to ensure that workshops have safe well maintained equipment, training for staff who use equipment and safe working environments.

Inspections will be booked in advance with the DSO.

To accompany these inspections a new IOSH approved 2 day training course 'Work Equipment and Machinery Safety' has been devised for workshop managers/technicians and risk assessors.



This course will use practical sessions within a workshop and group exercises. After the course delegates will be able to:

- **Understand the conformity assessment process and the importance of specification and procurement.**
- **Identify machinery related hazards and evaluate the risk levels.**
- **Identify tool and techniques to be able to prioritise equipment-related risks.**
- **Understand machinery-related control options.**
- **Implement risk control strategies and recommend short to long-term risk controls.**
- **Define risk management requirements, responsibilities and accountabilities.**
- **Carry out quality assurance of the risk assessment processes.**
- **Develop an auditable approach to assist risk assessment.**

The first date for this training will be the 22-23rd March (15 Places available). If you have a workshop and would like further information please contact safety.training@admin.cam.ac.uk.

Display Screen Equipment (DSE)

User risk assessments

The University must protect all users from the health risks of working with DSE such as PC's, laptops, tablets and smartphones. A user is defined as anyone who users DSE daily for continuous periods of an hour or more. To help us comply with this we ask all users to complete a DSE workstation self-assessment checklist. Many people who have taken the opportunity to participate in hybrid working resulting in 2 or more workstations. It is important to ensure that individuals complete a workstation checklist for all their workstations both in the work and home environment and in some circumstances where the use of a laptop/tablet or smart phone are used in many different locations to include the use of these too.

Further advice and copies of the self-assessment checklists can be found on the [Safety Office's HSD005P Display Screen Equipment \(DSE\) webpage](#).

Regulations are changing

From the 6th of April 2022 the PPE regs will require all employers to not only provide PPE to all employees who may be exposed to a risk to their health but it will be extended to also include limb (b) workers. Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service eg carry out casual or irregular work for one or more organisations, only carry out work if they choose to.

For more details on these changes please look at the [Health and Safety Executive's PPE at Work webpage](#).



Bureau Veritas

Many of you may have experienced issues with accessing the SWIFT database in December as Bureau Veritas suffered a cyber attack and shut down all their system to protect our data. Whilst all confirmed visits for inspections carried on throughout this period they were unable to schedule in new inspections which may have led to some of your assets now being overdue. BV are working extremely hard to catch up with this small back log, please ensure that all your assets are booked in for inspection if required it is very important that we have confirmed visits for all the assets that are outstanding.

To arrange for an engineer to visit to inspect please contact Krystle Buck krystle.buck@bureauveritas.com our BV planner.

If you have any issue with BV please let Andrea Eccles abe24@admin.cam.ac.uk know asap.





Biological Safety, Compliance & Training

Biological Guidance and Policy Documents - new since March 2021

1. [HTA manual \(rev 5\)](#) The HTA Quality Manual relates to those departments on the University HTA Research licence (12196).

Training- please register your interest for the 'Live' [Online: 'Working within the Human Tissue Act' training course](#) on Tuesday, 8 March 2022. This [flyer](#) provides further details about this online, live and interactive HTA course on Zoom.

If anyone has any University licence HTA-related enquiries, please send an email into hta@admin.cam.ac.uk.

2. [CL3 policy \(rev 2\)](#) This was launched in May following an update of the CL3 lab audit/inspection question set.
3. [Biological Risk Assessment template](#) Launched in May 2021, reviewed and updated in January 2022 to highlight safety advice on the avoidance of use of sharps. There is associated [guidance to assist you in the risk assessment process](#).
4. [Guidance on working with human blood and tissues](#) launched in May 2021.
5. [Guidance on working with animal blood and tissues](#) launched in May 2021.
6. [Revised GM Risk Assessment templates](#) launched in July and October 2021. There will be an HSE inspection of GMOs in January and March. The templates are likely to be updated some time in 2022. Please always use the most current version available on the Safety Office intranet.
7. [The Approved List of Biological Agents](#) This is the fourth edition and launched by the HSE and the Advisory Committee on Dangerous Pathogens in July 2021 and it now includes SARS- CoV-2 as a HG3 agent and new guidance on how to handle it. To note: the University sub-committee for biological safety discussed and issued similar guidance in May 2020 in response to demands for clarity on what containment level was appropriate for working with SARS-CoV-2.

Training

All courses, including bio-relevant ones, are advertised on [UTBS under Occupational Health and Safety Service](#).

- The [Microbiological Safety Cabinet \(MSC\) training course](#) is online, live and interactive course held on MS TEAMS and will be taking place on 17 March, 18 May and 14 July 2022- please book your attendance in advance.
- The [GM Risk Assessment training](#) is online and self-taught.
- There is [an online course on glass and sharps hazards](#).
- The BSO training event this year will take place in the morning of the **17 May 2022**. Please keep this date free – and [book your place here](#) !

HSE

The HSE continue to regulate and scrutinise biological safety. Over the past year it has investigated an incident and is currently inspecting the University's GM plant and animal facilities.

I am always contactable for advice and guidance: androulla.gilliland@cam.ac.uk



Ionising and non-ionising (optical and EMF) radiation

More detailed information for RPSs can be found in the [latest RPS update memos](#) which includes useful links, updates on regulatory issues and RP services. The memo contains more details on the following topics, as well as some information on recent accidents and dosimetry issues.

Nuclear Safeguards Regulations

We have emailed RPSs about the Nuclear Safeguards Regulations. These regulations cover certain radioactive materials to prevent these items from being used for “non-peaceful purposes”. Departments should please check cupboards/stores for any old stocks of uranium and thorium materials that have not been previously declared and reminding staff to discuss any plans with the RPSs for any new acquisitions (including transfers).

HSE

HSE have appointed some enthusiastic new specialist radiation inspectors who are actively inspecting on both ionising and non-ionising radiation (and issuing enforcement notices)! Nationally, RPAs and LPAs are noticing a change in interpretation of regulations and approach to enforcement by inspectors. A proposed new system for Consent (license) for “higher risk” ionising radiation work (including well enclosed systems like irradiators) has been subject to a formal consultation and is expected to come into force in 2022. The new system will require more extensive confirmation of compliance and oversight (including an increased inspection regime) by HSE.

Environment Agency

Our previous EA inspector Gillian Ingham has now retired, and Alasdair FitzSimons-McKellar has confirmed he will be the EA inspector for University sites for the foreseeable future.

Training

All training courses continue to be run online and are being added to the calendar on a termly basis. The RPS update and the “two-day” RPS course were held online in 2021. Thanks to all who attended and for your patience given the difficulties of running and attending these courses online! We are reviewing plans for these courses to be held in 2022, and your ideas for topics for the update as well as any feedback would be welcome.

The Association of University Radiation Protection Officers and the Society of Radiological Protection have continued to offer free webinars on both ionising and non-ionising radiation. Not all of them are accessible after the event but keep an eye out for new [videos](#).

As always, please do contact the Radiation Team at the Safety Office if any questions or concerns. We are still primarily working from home but we are all easily contactable.