

15 January 2015, 1100, The Seminar Room, Safety Office

Present: Dr B Blacklaws (Chair), Dr F Aigbirhio, Mr M Elsdon, Dr M Kalberer, Dr G Parks, Prof S Russell, Mrs J Sales, Dr K Tibbles, Ms L Yates (Secretary) and Mr S Yates.

1. Apologies for absence

Dr P Grime, Mr A Moss and Dr M Vinnell

2. Minutes

Minutes of the Sub-committee meeting held on 15 October 2014 were agreed and signed.

3. Matters arising from the Minutes

- (i) Minute 3 (ii), 15.10.14 (and Minute 3 (ii), 22.04.14): Minute 3 (vi), 14.01.14; Minute 9 (iv), 15.10.13): HASS sources – The Secretary reported that a meeting had taken place on 16 October 2014 with the University Contingency Planning and Compliance Officer, Counter-Terrorism Security Advisers (CTSA) and Environment Agency Inspectors to establish if any further improvements are needed. Some changes are required to the Department of Medicine facility. The Environment Agency Inspector, Kate Griffith, is expected to provide written confirmation of actions required.

Sadly, the newly appointed Hospital and University CTSA, Mark Stagg, was killed in a road accident just before Christmas. Mr Yates reported that Jenny Massey will take over as CTSA for the Hospital site. It is not yet known who will be appointed as University CTSA.

4. Membership and Remit

There are no changes to the Remit. Dr Aigbirhio has been re-appointed as a member of this Sub-committee.

5. Accidents and Incidents

The accident and incident summary sheet had been sent out to the Sub-committee prior to the meeting.

- (i) Psychology, (Fluorine-18 spill), 21.10.14.
Contamination was spread into a hallway just outside a controlled area due to an individual not monitoring their feet following a spill. The problem was identified quickly, appropriate actions were taken and refresher training provided.

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- (ii) Vet Medicine, (overheating of machine), 15.09.14
A fire had been caused by a machine fault.

- (iii) Vet Medicine, (scintigraphy incident), 15.09.14
This incident occurred in August but has just been notified to the Safety Office. A horse had urinated in the area and normal procedures for that type of accident were followed. The local rules have been reviewed and the Department was reminded of the need to inform the Safety Office of such accidents.

6. Report from EARRPS

In addition to ongoing work with Biological Anthropology pQCT, Mr Yates reported that a meeting with the Epidemiology Unit RPSs had been scheduled to discuss training courses.

7. Laser and other non-ionising radiations

Laser audits are on hold at present. Those which are outstanding are low risk departments.

A Laser Safety Officer meeting had taken place on 9 January, which included useful discussions regarding practical training records. Although a reasonable level of training is generally assumed to be provided within groups, good evidence of this is necessary.

A new version of Part 1 the laser safety standard, IEC 60825:1, has been published. Part 1 relates to manufacturers requirements and changes include a new system of labelling and minor amendments to exposure limits. There is no further news on the forthcoming electromagnetic fields guidance and regulations.

8. Training Courses

- (i) RPS Update 2015 (25 March) at the Department of Biochemistry
A draft programme was circulated. The Secretary proposed sessions on cooperation between employers and practical training issues, as discussed at the October Sub-committee meeting. 'Cooperation' was suggested as the event title.
- (ii) Two-day RPS Course, 17/18 June 2015 at the Department of Pharmacology
The University and Addenbrooke's Hospital will run this event jointly as usual and the Secretary and Mr Yates will meet to discuss details nearer the time.

9. Environment Agency

- (i) EA Inspection visit to Sainsbury Laboratory, 12.12.14 – The Secretary reported that Kate Griffith, Environment Agency Inspector, had requested this routine visit. Minor actions were noted regarding records, containment of scintillant waste and procedures for controlling the purchase of radiation material. The secretary had subsequently contacted the Purchasing team for more information on the iprocurement system. This system requires Departmental key contacts for the University Financial System (UFS) who then decide who is authorised to order radioactive items. This appears to provide a suitable level of control.
- (ii) EA Permit Variations – The Secretary reported that the Environment Agency are still considering the combined Addenbrookes/WBIC permit application (the variation was



at the EAs request as their policy is to combine unsealed source permits on any single site under the same operator). This is a complex permit variation due to the differences between the two areas of work, and EA have again requested an extension to consider the application.

- (iii) High Cross Waste Store – The Secretary stated that there is no further news on the new building proposals.
- (iv) High Cross Waste Disposal Arrangements – The Secretary reported that the High Cross Waste permit variation application was sent to EA in December 2014. When the new Permit is received (expected March 2015) the University will be disposing of waste predominantly by incineration via an external contractor. Addenbrooke's Hospital is now able to accept increased amounts of waste for incineration, but this route is only available to University Departments on the Addenbrookes site and two other departments as already agreed.
- (v) Radioactive Waste Adviser (RWA) Accreditation – The Secretary has applied for full accreditation under the RPA2000 scheme to ensure that the University has a Radioactive Waste Adviser in place by 2016, at which time 'Grandparent rights' expire.

10. Health and Safety Executive

Information about the Rolls Royce prosecution (IR/Jan15/02) was circulated with the agenda. A radioactive source, the size of a small screw, had become detached from a piece of equipment and resulted in significant hand doses to individuals who handled it before realising what it was. The Secretary will try to obtain some photographs for the RPS Update.

11. Resignations and New Appointments

Resignations and appointments were noted.

12. Meetings Attended

- (i) AURPO Midlands meeting, 11.11.14 – Leicester (LY and JS attended.) This and the East Anglian meeting are useful update and network meetings, and include reports from other Institutions on regulatory inspections.
- (ii) AURPO East Anglian meeting, 13.11.14 – Colchester (JS attended).
- (iii) Environment Agency Winter Meeting, 06.01.15 – London (LY attended). There was some discussion about the Rolls Royce incident. There are plans to allow the Environment Agency to issue improvement notices (similar to HSE) which demand further improvements without taking it to a prosecution level. This change in enforcement is expected to be passed by Parliament in due course. Improvement notices issued by HSE are currently only used where serious non-compliance is indicated and it is expected that EA will take a similar approach.
Safeguards issue – changes have been proposed to the system for reporting to EURATOM U/Th holdings and transfers.



13. Other Business

- (i) WBIC – building works – The Secretary reported that the building work requires contractors to access the Plant Room (a controlled area). Extensive shielding and access arrangements have been put in place to ensure that doses to contractors will be well below public dose limits.

Dr Aigbirhio reported that there are proposals to replace the PET scanner. There is a tight procurement deadline as equipment will need to be installed by March 2016. Consideration is currently being given to where various scanners will be situated and it is expected that the scanner will be under the control of the University even if located in a hospital area. Dr Aigbirhio will keep the Secretary informed of plans as far as possible. The Secretary will ensure cooperation with the hospital RPAs, but it was noted that the tight deadline for building the facility and lack of current information was not ideal for radiation protection planning purposes.

It was agreed that a standing agenda item - 'Buildings and infrastructure' - be included to note to the Sub-committee any significant new developments. The Secretary would welcome input from School Safety Officers and other members of the sub-Committee on this item for future meetings.

Dr Tibbles noted that the Clinical School has appointed project officers for the Bellatrix and Capella projects and they have been given the Secretary's name as contact regarding radiation protection issues.

- (ii) Department of Radiology, meeting regarding co-operation between employers, 06.11.14 – The Secretary and Mrs Sales had met with Tristan Barrett (Departmental Safety Officer for Radiology), who gave assurance that everyone who works in Addenbrooke's is under an honorary contract with the hospital. The assumption by the Department that the Hospital is entirely responsible for their safety, and the responsibilities of the two employers, were discussed by members of the sub-Committee. Whilst the University retains responsibility for employees' safety, it is recognised that the NHS ensures that appropriate arrangements are in place under the regulations for all employees (including those with honorary NHS contracts) and there is continuing cooperation between the two employers.

Mr Yates is working on a co-operation between employers' document so that the issue can be formalized. It is hoped that the document can cover all work as far as possible and not be restricted to radiation protection issues. Mr Yates will raise this issue at the Addenbrooke's Trust Safety Committee to ensure consistency in general health and safety management.

It was agreed that the DSO for Radiology and certain other departments to whom these issues applied should be invited to the RPS Update.

- (iii) X-ray audit – The Secretary reported that two X ray audits had been carried out since the last meeting. Mrs Sales had assisted and written the audit reports. Mrs Sales will leave the University on 16 January 2015 so the X ray audits will be put on hold for the time being.



- (iv) Formal dose investigation – CRUK CI – The Secretary reported that dosimetry results were reported which exceeded the University's formal investigation level. Following investigation, the most likely reason for the high doses is that the badges went through the postal scanner, despite the envelope being clearly labelled with a warning not to X ray it. Refresher training for postal staff was advised. It was agreed that if the problem occurs again, alternative arrangements for collection/delivery will be suggested.
- (v) Staff changes
As mentioned under item 12 (iii), Mrs Sales will leave the Safety Office on 16 January. The Secretary thanked Mrs Sales for her contribution.
- (vi) Annual report
The annual report (IR/JAN15/3) was tabled at the meeting providing a summary of significant projects throughout the year and includes certain performance data required by the Director of Health and Safety.

14. Date of the next meeting

Wednesday 15 April 2015 at 1100 in the Safety Office, Fire Safety Meeting Room (basement, 16 Mill Lane).