



15 October 2014, 1100, The Meeting Room (basement), Safety Office

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

In attendance: Mrs S Boggie

1. Apologies for absence

Dr P Grime, Mr A Moss, Professor S Russell Dr M Vinnell and the Graduate Union representative.

2. Minutes

Minutes of the Sub-committee meeting held on 22 April 2014 were agreed and signed.

3. Matters Arising from the Minutes

(i) Minute 3 (i), 22.04.14 (and Minute 3 (ii), 14.01.14; Minute 3 (iv), 15.10.13): Herchel Smith Building – Dr Tibbles reported that regular research meetings are held every 6 – 8 weeks, originally designed to discuss projects, but an agenda item on health and safety is now included at the beginning of the agenda. Dr Tibbles had attended and discussions included safety management, updated SoPs and risk assessments and specifically the project involving the Saccadometer (a laser device on which the Secretary had previously been consulted). Dr Tibbles noted that it was a good forum to discuss facility safety issues.

(ii) Minute 3 (ii), 22.04.14 (and Minute 3 (vi), 14.01.14; Minute 9 (iv), 15.10.13): HASS sources – the Secretary reported that a meeting would be held the following day (16/10/2014) with Environment Agency Inspectors, Counter-Terrorism Security Advisers and the University Contingency Planning and Compliance Officer to discuss various security arrangements and the external agencies to confirm their requirements for additional security measures.

(iii) Minute 5(ii), 22.04.14: Accidents and Incidents – incident assumed to be leaky valve, the Chair of the committee had questioned whether this was investigated and the Secretary reported that the incident was investigated but no faults were found. Weekly system checks continue to be carried out and procedures have been amended to include additional check monitoring.

4. Membership and Remit

(i) Remit - The current Remit (IR/OCT14/01) - agreed.

(ii) Membership – attached for information and re-appointment due from 1 January 2015 (IR/OCT14/02) – the Secretary to contact Dr Aigbirhio to ask if he would be willing to continue as a member of the Sub-committee.

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5. Accidents and Incidents

Summary sheet attached (IR/OCT14/03). The Secretary provided additional details on the incidents reported, including information on how these accidents were followed up.

6. Report from EARRPS

Mr Yates reported that he, the Secretary and Mrs Sales had provided support to Archaeology and Anthropology regarding a pQCT scanner to be used in a research project. EARRPS will provide advice under IRMER, and the Secretary will provide RPA advice.

Mr Yates is currently drafting an agreement regarding cooperation between employers for the various areas of work involving both Hospital and University; he will continue to liaise with the Secretary and Mrs Sales.

Mr Yates reported that the dosimetry service provided by Global Dosimetry is not as efficient as it could be; the contract renewal is due in 2015.

Mr Yates also reported that Addenbrookes Hospital has a new CTSA: Mark Stagg.

7. Laser and other non-ionising radiations

The EU guidance on compliance with the electromagnetic fields Directive is expected to be published early in 2015 with UK legislation due to be in place in 2016. The Secretary reported that the draft EU Guidance contains some useful example assessments including one for NMR equipment. The Safety Office webpages on EMF contain information and guidance, and the Secretary informed the committee that if departments currently follow this guidance they are likely to meet the requirements of the new legislation.

Laser Audits – one audit was recently carried out, nothing significant to report.

The Secretary and Mr Elsdon visited and provided advice to the Department of Veterinary Medicine regarding a new surgical laser. The surgeon involved in the work has chosen to employ an external consultant to provide training. However, the Department has been advised that, in addition to a taught laser safety course, practical training must be provided on the practicalities of the procedure, control measures and contingency plans. This practical training should preferably be provided by the surgeon, be carried out within the work area and involve all relevant staff, providing an opportunity for staff to express any specific concerns. It was agreed that this significant new work should be discussed at the Department's Safety Committee.

8. Training Courses

- (i) RPS Update 2015 (25 March 2015) at Department of Biochemistry.
The Committee discussed possible topics. The Secretary reported that a common issue raised during audits is practical laboratory training records. Cross departmental cooperation and cooperation between employers was also a topical issue.
- (ii) Two-day RPS Course 2014 Evaluation results (IR/OCT14/04) – noted.
Two-day course 17/18 June 2015 at Department of Pharmacology – noted.

- (iii) Sealed Source Users, new course held on 13 August 2014
The Secretary reported that this new course was specifically requested by staff at the Scott Polar Institute but was designed to apply to other departments. RPSs and others from several departments attended and the feedback was positive. The course did not cover security issues as these are dealt with by the Compliance Officer on a case by case basis, and similarly specific advice on waste sealed sources is provided by the RPA/RWA. This course will be run every 6 or 12 months depending on demand.

Other courses are continuing and Mrs Sales provided bespoke X ray training for staff at the Hamilton Kerr Institute in July.

9. Environment Agency

- (i) EA Permit Variations – the Secretary reported on the submission of the Addenbrookes/WBIC permit. This is a complicated permit application and EA were not able to process this application within the normal timescale due to certain technical queries relating to WBIC, to which a response is requested by early December.
- (ii) High Cross Store – the Secretary reported that the current accommodation is near the end of its life, new accommodation is not yet resolved and discussions with Estate Management are ongoing.
- (iii) High Cross Waste Disposal Arrangements – the Secretary reported that the disposal route to Milton landfill will no longer be available when the High Cross Permit is varied. In preparation for this, the Grondon incinerator route will increasingly be used in addition to increased disposals to the Addenbrookes Hospital incinerator where possible.
- (iv) Radioactive Waste Adviser (RWA) Accreditation – the Secretary reported that she would apply for full accreditation (currently held under “grandparent” rights) and had recently attended a workshop to assist with the application.

10. Health and Safety Executive

Office of Nuclear Regulation Transport Inspection (CRUK-CI, January 2014) – the Secretary reported that the outstanding DGSA report has now been received and sent to ONR inspectors who are now satisfied that all required actions are closed.

11. Resignations and New Appointments

Resignations and appointments noted.

12. Meetings Attended

- (i) AURPO East Anglian meeting, 22/05/14 – Cambridge (LY, JS, JG attended). Graham Whish gave an excellent presentation on the supply of Oxygen-15 to the hospital, which was also presented at the AURPO Annual Conference.
- (ii) Environment Agency Summer Meeting, 19/06/14 – London (LY).
- (iii) AURPO Annual conference, 01&02/09/14 – Nottingham (LY, JS, MV).
- (iv) SRP RWA Workshop, 30/09/14 – London (LY).

13. Other Business

X-ray Developments

Mrs Sales reported on equipment purchased by the Fitzwilliam Museum – a fixed XRF analyser. Dose rate monitoring was carried out in the room allocated to house the equipment and in adjacent offices and store rooms. Advice has been given regarding

control measures. The local rules, SoPs and risk assessments have all been produced. An experienced XRF user is providing practical training for less experienced staff members. All seems to be working well. The Hamilton Kerr Institute now has a portable XRF analyser, (acquired along with the static XRF purchased for the Fitzwilliam Museum). Mrs Sales has provided bespoke X ray safety training to HKI.

pQCT – As noted previously, RPA advice continues to be provided by the University RPA and EARRPS are providing advice under IRMER.

Classified Workers – Engineering Department – Mrs Sales reported that staff/students working in Cambridge and the BESSY Institute in Berlin, no longer required to have classified worker status. CIDI termination reports will be produced only when previously Classified individuals leave the University hence the importance of informing the Safety Office when any of these individuals leave. The Secretary noted that Mrs Sales' correspondence directly with BESSY had been very effective in resolving the issue, resulting in reduced administration and cost savings.

Given the extent of work involving different employers, Mrs Sales is developing guidance for departments on practical arrangements ensuring cooperation between employers.

Mr Elsdon requested information on recently purchased X-ray equipment in Zoology – Micro-CT. The Secretary reported that this equipment is well enclosed so is generally lower risk than the work described earlier by Mrs Sales. The Secretary and Mrs Sales had visited the Department and advised on various issues including appropriate training.

14. Proposed dates of next meetings

The Secretary requested that the dates for this year be moved to Thursdays as the Safety Office was informed that there is no Occupational Health Physician in the Occupational Health Service on Wednesdays. The Chair agreed that the dates are now: 15 January and 16 April 2015; at 1100.