

18 October 2016, 1100, Cairo Room, Greenwich House

Present: Dr B Blacklaws (Chair), Dr F Aigbirhio, Dr G Martell, Mr A Moss, Dr E Rees,
Dr K Tibbles, Mr G Whish and Ms L Yates (Secretary)

1. Apologies for absence

Mr M Elsdon
Dr M Kalberer
Dr M Vinnell

2. Minutes

Minutes of the Sub-committee meeting held on 12 April 2016 were agreed and signed.

3. Matters Arising from the Minutes

- (i) Minute 8 (iii), 12.04.16: Capella - laboratory guidance - in reviewing the laboratory guidance with reference to sumps, the Secretary noted that this guidance already states that holding tanks should not be used.
- (ii) Minute 13 (ii), 12.04.16: High Cross Waste Store: We received a positive response from the EA Inspector on the proposals for a new store but this has not yet been progressed with Estates Management.

4. Remit

- (i) No changes to remit.
- (ii) Membership discussed. As Prof Steve Russell is on sabbatical, a nominee to represent the School of Biological Sciences had been found but the individual had very recently decided that they could not contribute. A new nomination representing the School will be put forward. The committee welcomed Dr Geraldine Martell, Occupational Health Physician, and Mr Graham Whish, RPA at EARRPS.
- (iii) EARRPS - Mr Stuart Yates has chosen to step down as Head of EARRPS and Mr Oliver Morrish has been appointed as the new Head of EARRPS. Mr Graham Whish is the new representative from EARRPS for the Sub-committee.
- (iv) Occupational Health - Dr Geraldine Martell is now the Appointed Doctor providing medical surveillance for Classified workers as required under IRR99.

5. Accidents and Incidents

- (i) The summary sheet only included one of four accidents/incidents. The remaining three have not yet gone onto the Safety Office database, as the accident report forms did not arrive in time. All of the accidents reported at this committee meeting have been followed up in detail by the RPA.

The Secretary provided further
information on the accident at WBIC
28/06/16 reported to the Sub-
Committee.

The Secretary informed the Sub-
committee of the three further incidents

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not listed on the summary sheet.

08/07/16 (WBIC) - small gaseous release within the WBIC facility (causing no injury or significant exposure to staff or public). A review of the cause of the incident was carried out within WBIC, and was found to be due to an inherent fault in a small section of pipework. A decision was made to report this incident to the EA, however, the inspector agreed that it was not a breach of Permit conditions. The secretary thanked EARRPS for their assistance as the University RPA was not available at the time of the incident.

02/08/16 (WBIC) - accidental release within an open hot cell due to an error in line connections (no significant exposure to any staff working nearby).

Discussion took place on various follow up actions to the WBIC incidents. The RPA noted that WBIC acted quickly and appropriately to improve systems and prevent further incidents. It was noted that pressure testing continues to be carried out on a weekly basis.

13/09/16 (Pathology) - contamination incident involving 32P resulted in some spread of contamination within a department and outside of the supervised area. The Department took appropriate and proportionate actions, both in dealing with the contamination to prevent further spread and in following up on the causes of the incident.

- (ii) WBIC - Consultant review on operational safety. Due to the recent changes within WBIC including new equipment, new systems, new staff and restructuring, the RPA and WBIC management agreed that an independent review by an external consultant with suitable experience would be beneficial at this time. Aurora Health Physics Services Ltd has been appointed to carry out a review and assist with paperwork as needed. There has been a review of infrastructure by Mr R Skelton four years ago which will be supplemented by this new review.

6. Report from EARRPS

- (i) Vet School - EARRPS continues to test X ray equipment and this is normally done every 3 years, but Mr Whish apologised for a delay in testing this equipment (due to an administrative error). Most of the equipment was tested in September 2017 with 3 remaining items to be tested in November.
- (ii) Dental Service - EARRPS continues to test equipment every 3 years. Last tested June 2015.
- (iii) MRC Epidemiology Units - EARRPS continue to act as RPA for these units as well as providing equipment performance tests for the DEXA scanners at the 4 sites. An audit is arranged for 19/10/16.
- (iv) WBIC - EARRPS provides ongoing IRMER support. Mr Whish reported that IRMER procedures are generally suitable but that these and other management arrangements will be reviewed to account for involvement of other employers (cooperative arrangements between University and hospital).



7. Laser and other non-ionising radiations

The Secretary reported that the Control of Electromagnetic Fields at Work Regulations came into force in the UK in July 2016. The Secretary intends to put on a briefing for DSOs and workshops to staff as needed. Further information on the new regulations is found on the Safety Office website under Radiation /Non IR/ Electromagnetic fields.

8. Training Courses

- (i) RPS Update meeting, 29 March 2017, CRUK-CI - Ideas for topics were discussed. Suggestions included; proposals for IRR18; lessons learned from contamination incidents including a reminder of the reporting process, the need to consult the RPA and the importance of rehearsing contingency plans; a talk by WBIC on their new facility; how to prepare for an EA inspection. Sub-committee members are asked to send any further ideas to the Secretary. A draft programme will be developed later in the year.
- (ii) RPS Two-day Course 2016 - positive feedback overall was received from evaluation results, and suggested improvements are noted for next year's course.

9. Building & Infrastructure

- (i) WBIC – The Secretary reported the new PET-MR and MR imaging suite is nearing completion. Management procedures to be finalised as noted under minute 6(iv).
- (ii) Bellatrix – The Secretary reported on the proposed facility based on the Addenbrooke's site. Two new EPR permits are likely to be needed.
- (iii) Capella – adjacent to the CRUK. Completion is expected in mid 2018 and new (or variation to existing) EPR Permit is to be discussed with the inspector 6 months prior to completion.
- (iv) Department of Pathology, Molteno Building – the secretary reported that laboratory refurbishments have now been completed.
- (v) Biomedical Campus, Atria – Awaiting funding.
- (vi) New Museums Site - Work progressing on site. The RPA has developed a written strategy for that site regarding possible contamination and the need for further reassurance monitoring in some areas.
- (vii) MRC Unit transfers - Dr Tibbles reported that these proposed transfers are progressing and that both he and the Secretary are involved in the transfer process. Discussions have taken place with EA regarding the EPR permit for work done in the MRC Mitochondrial Biology Unit. The MRC Biostatistics Unit transfer is progressing and meetings are also planned regarding the proposed transfer of the MRC Cognition and Brain Sciences Unit.
- (viii) Mira - nearing completion. Laboratories appear to be of a good standard. Separate drainage was not a requirement for radioactive waste but appeared to have been specified by the architects and fitted.

10. Environment Agency

CTSA and EA visit 26 September 2016 – this was a routine annual visit. The RASCAR has not yet been received. There had been some correspondence with CTSA's following the meeting requiring minor additional measures, which are to be queried with the EA inspector.



11. Health and Safety Executive

- (i) IRR - update on proposed changes to UK legislation. The Basic Safety Standards Directive for protection against ionising radiation is due to be transposed into UK legislation in 2018. James Taylor, Principal Inspector, HSE, described his plans for IRR18 at the recent AURPO conference. HSE is expected to carry out a consultation exercise in the near future.
- (ii) Site radiography – clarification on notification has been provided by James Taylor, HSE. Mr Taylor confirmed that notification of site radiography applies only to radiography ('imaging' work) which involves 'non-destructive testing' and that the typical museum and associated conservation applications involving imaging would not come under the category 'non-destructive testing'. Therefore, site radiography notification is not needed for this work.
- (iii) Improvement notice – cyclotron work at University of Birmingham – an improvement notice was issued by HSE earlier this year relating to failure to assess risks relating to cyclotron work. Further information is available on the HSE website under "notices".

12. Resignations and New Appointments

Resignations and appointments were noted.

13. Meetings Attended

- (i) AURPO Conference, 6/8 September 2016, Loughborough - Secretary attended.
- (ii) AURPO Regional Meeting - 13 April 2016, Leicester - Secretary attended.
- (iii) AURPO Regional Meeting - 5 May 2016, Norwich - Secretary attended.
- (iv) SRP Workshop on the Control of Electromagnetic Fields at Work Regulations - 7 July 2016, Birmingham - Secretary attended.

14. Other Business

- (i) Safety Office changes - Alistair Hardwick resigned and the Safety Office is in the process of appointing a new Assistant RPO. Interviews have taken place and the post has been offered to one of the candidates.
- (ii) Proposed changes – formal dose investigation levels - The RPA proposes to address the historical mismatch between the University's unsealed source and x-ray/sealed source formal dose investigation levels (3mSv and 2mSv respectively). The Sub-committee agreed to amend policy to state a single formal dose investigation level of 2mSv (whole body effective dose) as an appropriate level for all work and to avoid confusion. It was noted by the RPA that a specific dose investigation level could be retained for WBIC staff at 3mSv if needed (although this unlikely to be needed even with proposed increases in work – to be discussed with WBIC).

15. Dates of next meeting

24 January 2017, 28 March 2017 at 11.00am, in the Cairo Meeting Room, Greenwich House.

Parking can be booked at Greenwich House - please give notice.