

16 October 2018, 1100, Cairo Room, Greenwich House

Present: Dr B Blacklaws (Chair), Mr M Elsdon, Dr I Henderson, Dr S Hoer, Dr K Tibbles,
Dr M Vinnell and Ms L Yates (Secretary)

1. Apologies for absence

Ms S Ropek Hewson (President Graduate Union), Prof M Kalberer, Dr G Martell, Mr A Moss
and Mr G Whish

2. Minutes

Minutes of the Sub-committee meeting held on 27 March 2018 were agreed and signed.

3. Matters Arising from the Minutes

- (i) Minute 13 (ii) 12.04.16: High Cross Waste Store - The Secretary reported that a feasibility study had been completed and options were being discussed.
- (ii) Minute 5, 27.03.18: The Secretary reported that the Acting Chair (Professor Steve Russell) wrote to the Head of Department at the Department of Veterinary Medicine regarding the X ray incident. A brief response was received from the Head of Department, and the Secretary subsequently requested a meeting with the Head of Department. The outcome of the meeting was very positive and the Safety Office is satisfied that the Department has taken appropriate actions. The Safety Office arranged a workshop as refresher training for staff.
- (iii) Minute 9 (vii), 27.03.18: The Secretary reported that a significant source was being removed from a Department in the school of Biological Sciences to be shipped abroad for recycling. Mr Mark Elsdon thanked the Secretary for all her hard work on this project.

4. Membership and Remit

- (i) No changes to Remit
- (ii) Membership discussed. Dr Ian Henderson, Department of Plant Sciences was welcomed to continue his membership after December 2019.

5. Accidents and Incidents

- (i) The Secretary provided information on the accident / incidents reported to the Sub-committee.
- (ii) The third incident on the report was a mechanical fault which was reportable under RIDDOR. James Taylor from the Environment Agency followed up with a visit and was satisfied with the actions taken by the Department and the Safety Office.

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(iii) Elevated radon levels reported to HSE under IRR17:

The store containing the Scott Polar Research Institute and Whipple Museum collection of radium items is routinely monitored. A monitoring result in excess of the reference (action) level of 300 Bq m⁻³ was unexpectedly reported following an upgrade to the fan. No significant doses were received and the occupancy of the area is very low (less than 3 hours per year). James Taylor, HSE Principal Specialist Inspector was informed and was satisfied with the actions being taken to review and improve ventilation. HSE are not expected to visit if the issue is satisfactorily resolved.

6. Report from EARRPS

Apologies received from EARRPS, as a representative was unable to attend this meeting.

7. Laser and other non-ionising radiations

The Secretary reported to the Sub-committee that HSE inspectors visited the University in May 2018 to review laser safety arrangements as part of a national review. An initial meeting with the Radiation Protection Officer and Martin Vinnell as Director of Health, Safety and Regulated Facilities was followed by visits to the Department of Chemistry and the Department of Physics. A Notification of Contravention was issued to the University on the basis of failure to make suitable and sufficient risk assessments specifically regarding open beams (a lack of enclosures and over-reliance on PPE). Although the Department of Chemistry was specifically mentioned in the NoC, the points raised are applicable to all departments and this information has been circulated to all departments using Class 3B and 4 lasers. Additional advisory points were raised related to signage, eyewear and contingency plans, and the advisory role of the Safety Office was discussed.

8. Training Courses

- (i)** RPS Update meeting 2019 – date to be confirmed for end of March/April 2019. Suggestions for ideas on presentations appreciated. Draft programme to be shown at the January meeting.
- (ii)** RPS two-day course 2019 – venue possibility to be the Department of Zoology (to be confirmed).
- (iii)** RPS two-day course 2018 – electronic feedback discussed.

9. Building & Infrastructure

- (i)** Bellatrix – Expected to move into building Autumn/Winter 2019 – a visit is to be arranged.
- (ii)** Capella – due to changes to plans and information discussed at early planning meetings not being carried forward to later plans, the proposed radiation areas do not meet the standards the Environment Agency require. Critical changes have been advised, and an Inspector is due to visit on 22 November 2018. Opening date is due to be 1 January 2019.
- (iii)** Biomedical Campus, Atria – Dr Keff Tibbles reported that the project was a critical stage regarding funding.
- (iv)** New Museums Site – The Secretary recently reviewed the risk assessment for that site for Estate Management.



- (v) The MRC Toxicology Unit relocation plans are underway. Workshops are on-going and incorporating building needs with shared site facilities included in the design.
- (vi) Physics – LY has not been informed of any progress since the last meeting.

10. Environment Agency

EA and CTSA visits are normally on the same day, but have been done separately this year due to EA operational issues. No significant issues have been raised following recent visits, and only minor recommendations made. The RASCAR has not yet been received from the Central Site visit. Inspections are planned for CRUK and Capella in November. The Secretary reported on certain changes that the Environment Agency have made to Permits regarding sealed sources.

11. Health and Safety Executive

- (i) HSE visits already discussed under items 5 (ii) and 7.

12. Resignations and New Appointments

Resignations and appointments were noted. A new senior RPS has been appointed at the Department of Veterinary Medicine, Marie-Aude Genain, to replace Professor Mike Herrtage (retired).

13. Meetings Attended

The Secretary reported on national and local networking meetings including two national laser safety meetings attended, with discussions on feedback from HSE and other University LPAs from similar inspections throughout the Universities.

14. Other Business

- (i) WBIC RPA meetings are on-going. The Environment Agency have agreed to expedite a variation to the Addenbrooke's site Permit due to some critical refurbishment work to WBIC's cyclotron due to start in January 2019.

15. Dates of next meeting

22 January 2019 and 2 April 2019 at 11.00am in Greenwich House (Cairo meeting room)

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