

15 October 2019, 1100, Jaffna Room, Greenwich House

Present: Dr B Blacklaws (Chair), Mr M Elsdon, Dr S Hoer, Dr G Martell, Mr A Moss, Dr K Tibbles, Mr G Whish and Ms L Yates (Secretary)

1. Apologies for absence

Dr I Boros, Dr I Henderson, Prof M Kalberer, Dr M Vinnell

2. Minutes

Minutes of the Sub-committee meeting held on 2 April 2019 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 plans for the new store are progressing and site surveys are currently being undertaken.
- (ii) Minute 5 (ii), 22.01.19: WBIC Engineering review - The Secretary reported that interviews had taken place to find a suitable candidate for the engineer post. Unfortunately, attempts to recruit a suitable candidate have been unsuccessful. The post is now being reviewed and will be re-advertised. The engineering consultant, Robert Skelton, has been assisting in the recruitment process and will work with the newly appointed person to provide some training. In the meantime, others in the department have been trained in key tasks. In consultation with Robert Skelton, this is thought to be a reasonable approach in mitigating the risks in the interim.
- (iii) Minute 6 (iv), 02.04.19: Addenbrooke's Trust Radiopharmacy/University Radiology Department - The Secretary, Simon Hoer and Keff Tibbles met with Radiology to discuss cooperative arrangements. Further discussions will take place, including a review of higher risk work given that an individual has received higher than usual whole body doses (the individual's annual dose is likely to exceed the formal dose investigation level and classification is also likely to be necessary). The RPA has advised that a coordinating RPS role is necessary to help manage radiation protection. The Secretary confirmed that the Department of Radiology would be audited as all other University departments. It was agreed to raise this matter at the January meeting.
- (iv) Minute 14 (iii) 02.04.19: Radon risk assessment survey – Simon Hoer reported that the survey was sent out to all department administrators, and approximately 100 replies have been received so far, with 25 requiring some follow up monitoring. An electronic radon monitor is used to check radon levels in certain areas (based on risk assessment) and there are no concerns following monitoring so far. The new mineral store at Earth Sciences has a dedicated room for radioactive samples on a separate ventilation system but improvements to ventilation is needed.

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4. Membership and Remit

- (i) No changes to Remit.
- (ii) Membership discussed. Dr Barbara Blacklaws, School of Veterinary Medicine, was welcomed to continue her membership to the Sub-committee. New appointments need to be sought from the Schools of Technology and Physical Sciences.

5. Accidents and Incidents

- (i) The Secretary provided information on the accident / incidents reported to the Sub-committee.

6. Report from EARRPS

- (i) Veterinary School Hospital X-ray facilities – X-ray equipment tests were carried out on 4 October 2019 and the next will be due October 2022 (carried out every three years). Nothing significant found except the fixed under couch fluoro unit in the main X-ray room has an irradiated field size that extends outside of the visible field of the image intensifier. EARRPS advised to make sure radiographers are collimating so that they can see the edges of the collimators on the image intensifier when using the system. A report will be sent to the Department.
- (ii) MRC Epidemiology – EARRPS provide RPA and MPE support and three yearly tests on DEXAs. Audits are also carried out every three years – last audit was carried out on 19/10/16 and next audit arranged for 06/11/19. Graham Whish provided a summary of the tests carried out on the four DEXA scanners at three sites: Addenbrooke's site scanner last done 19/08/19 (no issues); a second Addenbrookes scanner was moved from Norwich to ATC in December 2018 (GE carried out critical examination and EARRPS commissioned the scanner), next visit due in December 2021; Ely scanner tests due in May 2020; Wisbech last done 27/03/19, no issues, due Mar 2022.
WBIC – an IRMER audit was carried out on 7 December 2018. The report and action plan have been issued and WBIC are making good progress on the points raised with the majority of actions now closed. WBIC RP users meeting are held six monthly. Review of IRMER Employers Procedures Quality Assurance activities tabled on the agenda.
EARRPS continue to accept for incineration certain sealed source under agreed conditions (plastic contained source disposed of in September).
Tim Fryer is the MPE for WBIC and the necessary ARSAC employer and practitioner (J Coles) licences are in place.
Clinical PET-MR scanning service is not expected to commence soon, but when it does commence, CUH Trust will be the responsible employer for the service, although aspects regarding patient administration and scanning will be sub-contracted to the WBIC. A formal service level agreement needs to be set up between CUH and WBIC formalising this. EARRPS will in the first instance discuss it with Linda Morgan.
An appropriate set of IRMER Employers procedures (EPs) is required to cover the new service.



7. Laser and other non-ionising radiations

The Secretary reported to the Sub-committee that the laser audits are continuing.

Helpful feedback from other Universities has been provided where inspections have taken place by the HSE, and on enforcement actions taken.

The Secretary reported that the Veterinary School had plans to install an MRI facility but there had been no further discussion following some initial brief information. Discussion of mobile MRI facilities took place and the Chairman and the Secretary will check arrangements and involvement of University staff in work carried out in mobile MRI facilities.

8. Training Courses

- (i) RPS Update meeting 2020 - The Secretary suggested the West Cambridge Site as a possible venue site. Secretary to contact Departments of Chemical Engineering and Computer Sciences (Bill Gates lecture theatre) and arrange visits to check suitability.
- (ii) RPS two-day course is confirmed as 23rd and 24th June 2020. The Department of Zoology have confirmed they are willing to host the course again.
- (iii) RPS two-day course feedback - The feedback was generally very good and the suggestions for minor improvements would be taken forward. It was agreed that the contamination control video was no longer sufficient quality, and the Secretary will look into how it could be improved or replaced.

9. Building & Infrastructure

- (i) Anne McLaren Building – the Secretary reported that the unsealed permit is not yet in place and the Environment Agency has requested further information on Best Available Techniques. An additional environmental permit is also being progressed.
- (ii) Jeffrey Cheah Biomedical Centre – Keff Tibbles reported that it is now occupied by three departments/institutes, The Cambridge Institute for Therapeutic Immunology and Infectious Disease (CITIID), The Cambridge Stem Cell Institute and Milner Therapeutics Institute. There is an X-ray facility and some proposals for unsealed source radiation work. The coordinating RPS for the building is Ross Coates.
- (iii) Biomedical Campus Atria – allied to Papworth Hospital. Keff Tibbles reported that funding is now available for work to start, but no current indication of any radioactive requirements. Heather MacDonald is running the project if further information is required.
- (iv) New Museums Site – work is now on hold. This item will be taken off the agenda.
- (v) The MRC Toxicology Unit (Hadar) – New building / refurbishment is underway.
- (vi) Department of Physics – “Cavendish III”. The Secretary reported that there had been consultation over plans for extensive laser laboratories and a source store.
- (vii) National Institute of Agriculture Botany (NIAB)/Plant Sciences – New University facility embedded within the NIAB site (completion due early 2020). Management and cooperative arrangements have not yet been finalised. No detailed information has been received but there are proposals to work with radioactive materials for which a new Environmental permit is likely to be needed. Mark Elsdon to contact Head of Department concerning intentions.



10. Environment Agency

- (i) CTSA inspection, 8 April 2019 – visited Scott Polar Research Institute and Department of Engineering – no significant issues raised.

11. Health and Safety Executive

The Secretary reported that HSE had provided useful powerpoint slides from recent presentations on risk assessment/ classification of workers/ designated areas/ contingency planning. Graham Whish provided feedback from a recent HSE inspection of a hospital and a particular issue raised by HSE was on measurement of eye doses. As a result, CPRMS will be supplying an improved design of eye dosimetry at the end of the year.

12. Resignations and New Appointments

Resignations and appointments were noted.

It was noted that Sharada Crowe from Chemical Engineering will be leaving the University at the end of year. The Department will need to appoint a new RPS. The Secretary noted the contributions made by Sharada as both RPS and LSO, and particularly the improvements in laser safety management.

13. Meetings Attended

The Secretary and Simon Hoer reported on three national and one local networking meeting.

14. Other Business

- (i) Home Office irradiator replacement scheme – information has been provided on this proposal to replace, as far as possible, sealed source irradiators with X-ray alternatives. The RPA continues to be involved in the consultation process.. A feasibility study is being undertaken taking all views into account.
- (ii) Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPPiR) – ONR and HSE have published a new Approved Code of Practice and guidance. These regulations are not expected to have a significant impact on University work.

15. Dates of next meeting

Tuesday 21st January 2020 and Tuesday 31 March 2020 at 11.00am (Cairo meeting room, Greenwich House)

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