

CHEMISTRY BUILDING HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at 2:00pm on Monday 14th November 2016

Present: Rachael Barker (Chair), Prof Francis Livens (FL), Dr. Martin Attfield, Dr. T. Aspinall (TA), Mr. S. Holden (SH), Mr. Mark Jackson (MJ), Mr Thomas Singleton (TS), Mr. G Smith (GS), Mr. M. Carroll (MC), Mr. M. Mullin (MM) and Miss. C. Humphreys (CH) (minutes)

In attendance:

1. Apologies received

Prof. R.E.P. Winpenny (REPW), Dr. P. Quayle (PQ), Miss. Rebecca Ruscoe (RR), Miss Catherine Davidge (CD), Dr. Peter Gorry (PG)

2. Minutes of the previous meeting held on Monday 19th September 2016

Peter Quayle was added to the “apologies” and then these were accepted as a true and correct record.

3. Matters Arising

3.1 The move to incinerating laboratory glass waste will go ahead. SH is still to supply a detailed costing to REPW.

3.2 Cryogenic liquid training is now awaiting issue of the final version by Staff Learning and Development.

3.3 Flash! Bang! Risk assessment should be reviewed and rewritten on approved University template.

3.4 Monitoring of the activities in laboratory 3.05 are ongoing.

3.5 P&M sheet still in the process of being produced regarding new pyrophoric material.

3.6 RB to contact Estates regarding obtaining a key to risers and plant room for emergency situations.

3.7 Review of defective fire doors is ongoing.

3.8 Contact other Universities regarding experiences obtaining stocks of diethyl ether.

3.9 Portable oxygen detector for use in instrument room 1.32 has been purchased, requires giving to area users.

3.10 Installing swipe card access to CRR area is ongoing.

3.11 Comments regarding Dean’s HASMAP guidance have been passed along but no one was available at the meeting to report on this.

3.12 HASMAP will continue to be an agenda item for subsequent meetings which should include Stores staff.

3.13 PNA item inspection and certification is ongoing.

3.14 Movement of portable sodium presses to secure area is ongoing.

3.15 Situation regarding UG students who are legally 'young persons' has been completed but further information is required about the possibility of a 16 year old starting at the University.

4. Correspondence

4.1 Drug precursor inspection

The Health and Safety team have received a letter from the Home Office to say they're coming to inspect the arrangements for safe use and storage of drug precursors in the Chemistry Building on 15th December. The letter was received after SH tried to renew the annual licence. We can continue to use the current licence until the inspection takes place when the inspector will want to see how we use and manage these substances and how they are kept securely.

TA mentioned that MIB had been previously inspected by the Home Office. She stated that they would want to see the office and where the key is kept; it's not good enough to have a key in a locked drawer, there must be a key safe on the wall outside the office. The key safe has to be a specific standard of safe – fire rated, bomb rated etc - and must be attached to the floor. TA to send SH details and SOP regarding the key safe and inspection.

The Chemistry Building currently has 12 substances that are category 1 drug precursors for which the building must have a licence. Category 2 drug precursors can be ordered in reasonable quantities without a licence, as an educational establishment, because we don't sell them on.

TA had to supply a list of controlled drugs and drug precursors to the Home Office using a spreadsheet showing what drugs the building stored and how much of each. The inspector had wanted to see where these substances were stored.

5. School Safety Advisors Report

SH informed the committee that the University has arrangements for those who work with CMR's; if you employ a researcher who is going to work with CMR's, they need to go to Occupational Health. This would result in hundreds of referrals for the School of Chemistry.

TA said that when a new member of staff starts at the MIB, they are sent out Occupational Health forms with their starter pack and when they arrive, all will receive a pre-work health screening to ensure they are fit to work. Anybody who is flagged as working in a lab should be called in to do lung tests and given a fitness to work certification.

SH said that when new people start, they may be asked general health questions but aren't sent to Occupational Health.

It was also raised as to whether this would encompass all students; including undergraduates and that potentially the University could be culpable if the guidelines aren't followed.

RB to refer back to REPW regarding the issue.

5.2 Accident reporting

Accident reporting has always previously been done by completing an accident report with additional diagrams if required. A more robust scheme has been introduced which will involve more forms needing to be completed by PI's and some accidents and follow-up actions will be more closely monitored depending on the cause and severity of the incident.

Many of the recent accidents in the Chemistry Building have involved the description 'needlestick', 'eye' or 'explosion' which relate to the University's Key Performance Indices (KPI). Concern about these categories of incidents has been raised at the University's Board of Governors. SH has been assured by Central Safety Services that Chemistry isn't being singled out. There will be a tighter regime and new reporting system going forwards across the University.

6. USC update

CD wasn't in attendance so SH reported.

Online induction is close to 100% for undergraduates and postgraduates.

No issue with outstanding Category "A" defects.

There is only one outstanding PNA statutory inspection.

7. OHSTAG goals review

Last year's goals were reviewed by the committee and are attached to the end of these minutes.

The Chemistry full monitoring report for 2015-2016 is due to be written and submitted by REPW and SH by 2nd December 2016.

The aim is to present an honest report to enable Health and safety matters to be addressed.

8. Safety Policy Update

The HASMAP audit will suggest numerous changes, including additional material and additional web links being put into the Policy.

9. Latest accident/incidents/near misses

Date	Type	Person	Description	Action following
28/09/2016	Contact with object	Academic staff	Banged head on corner of desk when picking up paperwork from floor.	
10/10/2016	Needlestick	PhD student	Pricked thumb. Syringe had previously contained dioxane.	Follow up in progress.
14-17/10/2016	Explosion/over pressurisation?	PhD student	Glass apparatus containing acetonitrile and calcium hydride shattered explosively. Subsequent emission of glass/pressure shattered fume hood	Follow up in progress. PI report due 07/11/2016. Happened at a weekend and was more likely pressurisation of glassware than an explosion
25/10/2016	Chemical contamination	PhD student	Needle "flicked" when transferring formaldehyde/methanol. A few drops made contact with researcher's face. Treated with Diphoterine.	Follow up in progress. Researcher had been wearing safety glasses and treated themselves – no injury
31/10/2016	Chemical contamination	PGRA	Barrel of syringe came out whilst decanting dichloromethane/boron compound. Chemical contacted with researcher's face and mouth. Treated with Diphoterine.	Follow up in progress. No actual injury caused

As more in depth accident investigations will be taking place, there will be more 'follow up in progress' listed in future.

Regarding the needle stick injury in the table above, it was suggested when using a large number of needles on a regular basis then there will, inevitably, be a number of accidents. It's not practical to use armoured gloves due to the manipulation that is required.

MM asked if it would be possible to use blunt needles. TS responded that sharp needles are required most of the time. FL mentioned that Kevlar lined gloves had been used when handling radiological substances but it was pointed out that it would be impossible to implement this across the whole School.

SH reported that needle sticks are showing a year on year increase across the University.

10. Latest inspections/arrangements for inspections

The inspection regime has struggled following the departure of the Deputy Safety Advisor and the SSA was injured (arm in a fixed cast). Inspections will start up again then in the following order:

- Those areas that weren't inspected in 2015/2016
- Those areas where problems are expected
- All other labs
- All instrument rooms

Some inspections were done in September, including Stores. In the labs there is a clear line of command but this isn't the case in Stores. More liaison with Stores staff is required and MM will attend future Health and Safety Committee meetings.

MM reported that a sharps bin lid came off earlier due to people not ensuring the lids are secured properly. The wrong sized lids are also being used.

SH noted that people also fill the sharps bins beyond the 'do not fill past here' line. SH acknowledged there were a high number of accidents and incidents in Stores, partially because the reporting culture is very good.

SH will draw up a new rota for inspections – to start early in 2017 – and will distribute this to the Committee.

11. MIB update

TA reported there had been a problem in the 3D printing facility with people printing chocolate and it was unknown if the chocolate was being consumed. This has now been stopped. Apparently people in MACE had been doing this.

There was a TFA burn in chemistry lab. The person was working properly and correctly. 2-3 blisters appeared on her stomach after the chemical burned through her lab coat and clothes.

There had been a report in the Telegraph newspaper regarding 2,4-dinitrophenylhydrazine and how dangerous it can be when stored incorrectly (allowed to go dry). TA sent an urgent safety issue message out to all MIB staff asking if everyone could check if they used the chemical and if so to check it was stored correctly. Some containers of the chemical were found in a very dry condition. The advice given to the team at MIB was to put it in ice water and when the water turned orange, it could be disposed of. So far one had turned orange but the other hadn't as of yet.

Janet England, the Support Services Manager in MIB, will be leaving at the end of this year.

12. AOB

SH informed the committee that the new deputy advisor, Christopher Turnbull, would be starting on 30th November, initially for 3 days a week and then full time from 4th January 2017.

MM mentioned that some people had asked if the ice from the ice machine could be consumed. MM has advised people that it shouldn't be consumed as it is unknown where the water supply comes from.

Actions arising from the previous meeting that are completed:

Item	Action	By whom
4.1	Circulate updated version of School Safety Alert on the topic of fire.	Complete
5.4	Check that all category "A" defects have been addressed and report findings to CD.	Complete

Actions arising from the meeting:

3.1	Supply REPW with detailed quote for moving to incineration of waste laboratory glass.	SH
3.2	Introduce cryogenic liquid handling training after final version issued by Staff Learning and Development.	SH
3.3	Review Flash! Bang! Show risk assessment.	SH
3.4	Continue to monitor the installation of compressed gas cylinders in laboratory 3.05 and ensure that any installation is compliant with a suitable risk assessment.	SH
3.5	Produce new pyrophoric material handling P&M sheet.	SH
3.6	Contact Estates to request that the Health and safety Office obtain a key for to access plant rooms and risers in emergency situations.	RB
3.7	Arrange repairs to all defective fire doors and monitor as required.	SH/MC
3.8	Contact other Universities with SPS's regarding experiences with obtaining suitably prompt stocks of diethyl ether.	SH
3.9	Supply portable oxygen detector for use in instrument room 1.32	SH
3.10	Install swipe card access system to CRR area.	MC
3.11	Report back to REPW comments regarding Dean's HASMAP guidance.	Comments passed on, no one here to report
3.12	HASMAP to be an agenda item for subsequent meetings.	SH
3.13	Have outstanding PNA item inspected and certified.	SH/MC
3.14	Move portable sodium presses to secure area.	SH
3.15	Review situation regarding Undergraduate students who are legally "young persons".	SH
4.1	Pass along information to SH regarding the MIB Home Office inspection i.e. key safe	TA
5.1	RB to refer back to REPW regarding sending all new starters to occupational health if working with CMR's	RB
10.1	Distribute new rota for inspections to the committee	SH