

CHEMISTRY BUILDING HEALTH AND SAFETY COMMITTEE

Minutes of the meeting held at 2.00 p.m. on Monday 18th July 2016

Present: Mrs. Rachael Barker (Chair), Dr. J. Gardiner (JG), Dr. T. Singleton (TS), Dr. N. Hutchings (NH) (minutes), Dr. P. Quayle (PQ), Dr. P. Gorry (PG), Dr. J. Morrison (JM), Mr. M. Jackson (MJ), Mr. M. Carroll (MC), Miss R. Ruscoe (RR), Mr. G. Smith (GS), and Mr. S. Holden (SH).

In attendance: Miss Catherine Davidge (CD).

1. Apologies received.

Prof. R.E.P. Winpenny (REPW), Prof. F. Livens (FL), Dr. M. Attfield (MA) and Dr. T. Aspinall (TA) and.

2. Minutes of the previous meeting held on Monday 16th May 2016.

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 with some of the Safety Champions who are trialling the (nearly) final version.

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 Steve Yeates, Elaine Armstrong, JM, TA and SH have met to discuss REACH issues. A further meeting of this group will take place at the end of August

3.6 A first meeting between SH and a group of senior post docs to discuss pyrophoric substance management has been held. This will lead to a P&M sheet being issued.

3.7 An Estates project team is producing a report regarding excessively high temperatures in the Chemistry Building.

3.8 The contaminated sink trap in laboratory 5.52 has been dealt with.

3.9 Undergraduate students have been allowed access to the concourse computer cluster in the period prior to examinations.

3.10 All summer project students have had a safety induction.

3.11 SH is still seeking to obtain a key to risers and plant rooms.

3.12 Review of defective fire doors is ongoing.

4. Correspondence/School Safety Advisors report/University Safety Co-ordinator update

4.1 HASMAP

The committee discussed the Health and Safety Management Profile (HASMAP) audit which commences on Wednesday 3rd August.

The format is different from the last audit carried out in 2013: two groups from the School have been selected to be subject to the audit and the additional issue to be examined is PPE.

These groups were selected as they cover a good range of the hazards within the School.

The audit will go from the top downwards and is likely to spread into other areas as the auditor sees fit.

The auditor will report in the first week of September and the Committee welcomed the opportunity to be judged against best practice as this would aid in the School's desire for continual Health and Safety improvement.

4.2 Annual monitoring report goals review

4.2a Fires: The number of fires has been reduced and there has been no fire that has not been put out immediately either by a local user or by the automatic fire suppression system. All fires have been promptly reported as per University procedures.

SH and David Mills had met with the Fire Safety Action Group who seemed satisfied with the situation but requested a working party on pyrophoric material handling be set up.

4.2b Building Temperature: an Estates project is looking at this. SH has had some involvement – any system to provide adequate cooling (maximum 25°C) will be expensive.

4.2c Building Security: MC reported that additional magnetic locks were now fitted to the outer front door, foyer exits and stores, and that a system will shortly be installed in the basement. It is hoped that room G.07/08 can be taken over by the School which will aid the project considerably.

4.2d Lecture Theatres: these now cannot be booked out-of-hours.

4.2e Loading bay/flammable wastes: a programme is underway to replace the existing facility. A temporary solvent store will be installed until the new build is complete.

4.2f PPE compliance: recent audits have shown improvement.

4.2g Display Screen Use Assessment: SH will circulate link for local managers.

Overall the Committee felt that suitable progress towards the OHSTAG goals was being made.

5. Health and Safety Policy

SH presented the new Health and Safety Policy to the Committee.

The format is considerably more concise with links to additional more detailed information.

Having made some additional suggestions (which will be incorporated) the Committee approved the Policy document.

PG raised that some of the Undergraduate students were legally “young persons”. SH will follow this up.

6. Latest accidents/incidents and near misses.

| Date | Description | Person | Comment | Follow-up action |
|------------|------------------------|------------|--|---|
| 14/06/2016 | Near miss | Unknown | Needle left by sink in NMR laboratory | Needle removed. Reminder of correct disposal sent to School |
| 16/06/2016 | Chemical contamination | Contractor | Knocked beaker of solvent over. | Person responsible spoken to and advised of requirement for good housekeeping at all times. |
| 30/06/2016 | First Aid | Visitor | School student fainted and banged head. Taken to hospital in ambulance. | |
| 11/07/2016 | Injured by object | Staff | Sprained wrist opening door. | Door reported to Estates. Ongoing monitoring of general door situation. |
| 12/07/2016 | Near miss | | Top sheared off bottle of 70% nitric acid as it was moved. | All School e-mail sent out. All material over 18 months old will be removed by licenced contractor. |
| 12/07/2016 | Near miss | PhD | Syringe containing pungent chemical plunger stuck | Syringe broken and substance quenched. |
| 13/07/2016 | Chemical contamination | PhD | Syringe leaked causing burn to hand. Diphtherine used. No injury visible. | |

7. Latest inspections/arrangements for Inspections

The inspection schedule has fallen behind and so a significantly increased rate of inspections has been arranged.

SH will circulate this schedule to members of the Committee.

8. MIB update

8.1 The MIB Safety committee is due to meet next week.

9. Any Other Business

NH will be leaving the School to take up a School Safety Advisor role in the School of Physics and Astronomy.

The committee thanked her for her contributions during her time at Chemistry.

There being no other business the meeting closed at 3.10 p.m.

Next meeting will be at 2.00 p.m. on Monday 19th September in room 7.27 in the Chemistry Building.

Actions arising from the previous meeting that are completed:

| Item | Action | By whom |
|------|--|----------------|
| 3.8 | Remove and clean sink trap contaminated with mercury. | SH complete |
| 3.9 | Contact John Ashton to establish whether undergraduates can have access via the front door to the computer cluster- but to nowhere else – up until 8.00 p.m. | SH complete |
| 3.10 | Obtain list of summer project students so that suitable safety inductions can be carried out. | SH 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. | 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 |
| 3.6 | Produce new pyrophoric material handling P&M sheet. | SH |
| 3.7 | Report findings of Estate's proposals for controlling building temperature. | SH/MC |
| 3.11 | If possible obtain key for to access plant rooms and risers in emergency situations. | SH |
| 3.12 | Arrange repairs to all defective fire doors. | SH |
| 4.2g | Circulate DSE assessment link to local managers. | SH |
| 5 | Issue new safety policy. | SH |
| 5 | Review situation regarding Undergraduate students who are legally "young persons". | SH |