

## Dalton Cumbrian Facility (DCF) Safety Monthly Meeting

08 August 2013 1000-1100

DCF Meeting Room 1

### Minutes of Meeting

#### Present:

Simon Pimblott (SMP) (Chair)  
Amanda Kenway-Jackson (AKJ)  
Ruth Edge (RE)  
Adrian Parker (AP)\*  
Rebecca Shepherd (RS)  
Mark White (MW)  
Vicky Irving (VI)  
Andy Smith (ADS)  
Kan-Cheung Cheung (KCC)

#### Apologies:

Dave Allyson (DA)  
Rob Derbyshire (RD)  
Kevin Warren (KW)

\*via video-conference/telephone

## 1 Welcome & Apologies

SMP welcomed everyone to the meeting. Apologies were received from KW, DA and RD. DCF Operations & Safety meetings had been separated into two meetings; this meeting would focus purely on Safety. The following meeting would focus on Operations. Meetings will be chaired by SMP.

## 2 Minutes & Matters Arising

A review of previous minutes and outstanding actions took place. It was agreed that these were a true representation.

3011-014	VI to add item to lab champion meeting agenda to discuss having emergency packs at DCF.	<b>CLOSED</b> – discussed at the recent lab champion meeting, action for lab champions to send suggestions to AKJ had been captured under that meeting. <b>New Action 2013-0808-S-01 RS to send out a reminder that suggestions for emergency packs should be made asap to MW.</b>
2702-006	NNL can provide PUWER & Pressure Systems training - VI to coordinate a date & arrange.	<b>CLOSED</b> – <b>New Action 2013-0808-S-02 MW to prepare training for PUWER &amp; Pressure Systems</b>
2803-002	AP to send draft agenda to David Barker to initiate visit to DCF.	<b>CLOSED</b> – <b>New Action 2013-0808-S-03 Nalin Thakkur &amp; David Barker to visit DCF, VI to draft letter of invitation including a draft agenda. AP to coordinate a suitable date</b>
2803-009	KW to check with STDU for PTW training courses.	<b>ONGOING</b> – No internal courses offered. RD to investigate alternative options. SMP to ask for update from RD.
2803-011	KW to check with STDU for confined space supervisor training courses.	<b>CLOSED</b> – <i>To be transferred to Accelerator actions log.</i> No internal courses offered. RD to investigate alternative options. SMP to ask for update from RD.
2604-001	VI to send out suggested dates and suggested agenda items to lab champions for a meeting in the next month.	<b>CLOSED</b> – Lab Champs met in July. VI to send out dates for quarterly meetings.
2604-010	VI to collate a list of proposed PAT testing frequencies based on equipment and usage.	<b>CLOSED</b> – Decision made to continue with annual PAT testing for all equipment with the exception of office IT equipment which will be done every 3 years.

0703-005	SMP to speak to Steve Bidey to arrange a Radiation Safety Unit Visit	<b>CLOSED</b> – confirmation received that radiation safety unit is unable to visit DCF. <i>New Action 2013-0808-S-04 SMP to send email trail regarding Radiation Safety unit visit to DCF to AP.</i>  <i>New Action 2013-0808-05 RE to send Radiation Safety Unit policy document to SMP &amp; AP.</i>
0703-006	SMP to speak to Francis Livens about decay store and UoM policy on receiving/sending and storing active materials (issue is that UoM policy is for schools to have only overnight decay stores, so can we store for longer). No store available so need to purchase one. Spec required.	<b>CLOSED</b> – <i>New Action 2013-0808-S-06 SMP to request decay store specification from Renae Sonnenburg. No store available at DCF, need to purchase one. (UoM policy is for schools to have only overnight decay stores, so can we store for longer - RE having conversation with Francis Livens &amp; Nick Bryan).</i>  <i>New Action 2013-0808-07 KCC to complete project registration documentation and send to Radiation Safety Unit.</i>
2205-002	Check whether new EO Mark White requires further UoM manual handling training.	<b>CLOSED</b> – <i>New Action 2013-0808-S-08 VI to ensure Rachel Valentine is happy with levels of safety training Mark White has received in previous roles – specifically manual handling.</i>
2506-001	RE to compare Berthold & Babcock prices for calibrating of radiation devices.	<b>ONGOING</b> – KCC & ADS to check list of radiation devices. RE to chase Berthold for response. Action to be completed by next meeting.
2506-002	KW to send DCF Local Emergency Plan to David Barker (copied to AP) to finalise.	<b>ONGOING</b>
2506-006	RE to update lab/chemical waste list and seek advice from UoM chemical waste coordinator.	<b>ONGOING</b> – RE to progress with Neales Waste
2506-007	KCC to chase registered radiation worker certificate.	<b>CLOSED</b> – Certificate received.
2506-008	RE to arrange RPS training for EO Mark White & other relevant persons.	<b>CLOSED</b> – Action has been captured under Accelerator meetings.
2506-009	ADS to send TLDs summary to Dave Allyson. Badges to be extended due to Accelerator downtime experienced.	<b>CLOSED</b> – Badges will be at DCF until end of August. <i>New Action 2013-0808-S-09 RE to find out exposure limits of TLD badges.</i>
2506-011	VI to check ADS had sent his radiation worker form off – certificate had not been received.	<b>CLOSED</b> – Certificate received.
2506-012	VI to check if new PO needs raised for EA permit.	<b>CLOSED</b> – PO raised.
2506-013	AKJ to have walkdown of fire assembly point to ensure it is at least 200m away from gas bottle store, as recommended by gas safety trainer.	<b>ONGOING</b> – Action transferred to MW who will measure distance between gas bottle store and fire assembly point.

### 3 Radiation Protection

RE was in the process of organising RPS training.

AKJ had brought neutron monitoring equipment from NNL to DCF. The equipment would be at DCF until 16<sup>th</sup> August. DCF may need to look into purchasing own equipment.

VI requested a list of people authorised to use the irradiator. This would be helpful when admin staff are asked to issue the irradiator keys.

The University's new RPA contract should be in place for January 2014.

UoM to appoint post grad students Greg Horne and Jenny Schofield as deputy RPS for the Irradiator, Accelerator Hall & Target Rooms.

## 4 Laboratory Safety

A soldering iron had been found in the analytical lab – no protocol has been received and no staff had been informed.

*Action 2013-0808-S-10 RE to draft an email to go out under SMP signature to remind occupants that all equipment and experiments require a protocol to be submitted.*

*Action 2013-0808-S-11 RE to complete a walk down form to capture soldering iron in analytical lab.*

*Action 2013-0808-S-12 VI to obtain fitness certificates for Charles Taylor & MW.*

## 5 General Safety

A final version of the SF6 investigation had been drafted. AP to send a copy to Mike Billington (Estates).

Emergency response was discussed; AKJ & MW agreed to initiate a visit from NNL/Sellafield incident supervisors & controllers to visit DCF. This visit should include David Barker/Nalin Thakkur.

*Action 2013-0808-S-13 VI to coordinate diaries and schedule a meeting between SMP, AP and David Barker.*

Issues with the chiller in June had caused chiller temperatures to be lowered and condensation to drip from pipes onto electrical equipment.

*Action 2013-0808-S-14 KCC & ADS to draft a near miss report for chiller condensation, AKJ & SMP to review.*

## 6 Health & Safety Training

Janet Makin (First Aid Coordinator) & Rob Derbyshire had visited DCF on 25<sup>th</sup> July. Overall, both were happy with first aid arrangements at DCF. VI agreed to type up the notes from the visit to discuss at the next Safety meeting.

It was agreed that DCF should purchase a defibrillator.

MW was accredited to perform annual first aid refresher training.

*Action 2013-0808-S-15 VI & MW to have conversation with Janet Makin re: MW providing annual first aid refresher training*

## 7 Communications with Regulators

RD had sent a reminder about University annual returns – DCF should have been notified of this by relevant Heads of Departments but communications were not received.

*Action 2013-0808-S-16 AP to investigate why DCF did not receive communication from Heads of Dept. regarding annual returns.*

## 8 AOB & Date of Next Meeting

Oxygen monitors in labs were discussed – RE agreed to investigate.

*Action 2013-0808-S-17 RE to look into whether oxygen monitors are required in labs.*

*Action 2013-0808-S-18 ADS, KCC & MW to carry out an assessment of need/cost for emergency breathing apparatus.*

*Action 2013-0808-S-19 VI to purchase a metal fire extinguisher (same as in Accelerator Hall) – liaise with University Fire Officer if required.*

<b>Summary of Actions Agreed 08 August 2013</b>	
2013-0808-S-01	RS to send a reminder following recent lab champions meeting that suggestions for emergency packs should be made to MW asap.
2013-0808-S-02	MW to prepare training for PUWER & Pressure Systems.
2013-0808-S-03	Nalin Thakkur & David Barker to visit DCF, VI to draft a letter of invitation including a draft agenda. AP to coordinate a suitable date.
2013-0808-S-04	SMP to send the email trail regarding Radiation Safety Unit being unable to visit DCF to AP.
2013-0808-S-05	RE to send Radiation Safety Unit policy document to SMP & AP.
2013-0808-S-06	SMP to request decay store specification from Renae Sonnenburg. No store available at DCF, need to purchase one. (UoM policy is for Schools to have only overnight decay stores, so can we store for longer – RE having conversation with Francis Livens & Nick Bryan).
2013-0808-S-07	KCC to complete accelerator project registration documentation and send to Radiation Safety Unit.
2013-0808-S-08	VI to ensure Rachel Valentine is happy with health & safety training MW has received in previous roles – specifically manual handling.
2013-0808-S-09	RE to find out exposure limits of TLD badges.
2013-0808-S-10	RE to draft an email to go out under SMP signature to remind occupants that all equipment and experiments require a protocol to be submitted.
2013-0808-S-11	RE to complete a walk down form to capture soldering iron in analytical lab.
2013-0808-S-12	VI to obtain fitness certificates for Charles Taylor & MW
2013-0808-S-13	VI to coordinate diaries and schedule a meeting between SMP, AP & David Barker.
2013-0808-S-14	KCC & ADS to draft a near miss report for chiller condensation, AKJ & SMP to review.
2013-0808-S-15	VI & MW to have conversation with Janet Makin re: MW providing annual first aid refresher training
2013-0808-S-16	AP to investigate why DCF did not receive communication from Heads of Dept. regarding annual returns.
2013-0808-S-17	RE to look into whether oxygen monitors are required in labs.
2013-0808-S-18	ADS, KCC & MW to carry out an assessment of need/cost for emergency breathing apparatus.
2013-0808-S-19	VI to purchase a metal fire extinguisher (same as in Accelerator Hall) – liaise with University Fire Officer if required.

**The next DCF Safety meeting will be held on 17<sup>th</sup> September at 13:30.**

#### **Minutes Distributed To:**

##### **DCF Staff**

Simon Pimblott (SMP)  
 Kevin Warren (KW)  
 Adrian Parker (AP)  
 Amanda Kenway-Jackson (AKJ)  
 Ruth Edge (RE)  
 Kan-Cheung Cheung (KCC)  
 Andy Smith (ADS)  
 Vicky Irving (VI)  
 Rebecca Shepherd (RS)  
 Mark White (MW)  
 Dave Allyson (DA)  
 Abbie Jones (AJ)  
 Barry Lennox (BL)  
 Enrique Jimenez-Melero (EJM)  
 Clint Sharrad (CS)  
 Sven Koehler (SK)  
 Alexandru Stancu (AS)  
 Colette Quinn (CQ)

##### **School Safety Advisors**

Elaine Armstrong (EA) [Chemistry]  
 Gary Burns (GB) [CEAS]  
 Richard Cutting (RC) [EAES]  
 Ivan Easdon (IE) [Materials]  
 Jim Fearick (JF) [CEAS]  
 Simon Heslin (SH) [MACE]

##### **Heads of Schools**

Michael Sutcliffe (MS) [CEAS]  
 Christopher Whitehead (CW) [Chemistry]  
 Hugh Coe (HC) [EAES]  
 Tony Brown (TB) [EEE]  
 Andrew Gibson (AG) [MACE]  
 Paul O'Brien (PO'B) [Materials]

##### **EPS Safety Coordinator**

Rob Derbyshire

SAFETY							
Ref	Category / Topic	Originated From	Priority	Who	Details	Target Date	Status
2013-2803-09	Training	Ops & Safety Meeting	Medium	KW / RD / SMP	Check with STDU for PTW training courses. No courses offered internally. Action transferred to RD to investigate alternative options. SMP to request update from RD.	17/09/2013	Ongoing
2013-2506-01	Radiation Protection	Ops & Safety Meeting	Medium	RE	RE to compare Berthold & Babcock prices for calibrating of radiation devices. KCC & ADS to check list of radiation devices. Action to be completed by next Safety meeting.	17/09/2013	Ongoing
2013-2506-02	Health & Safety	Ops & Safety Meeting	Medium	KW	KW to send DCF Local Emergency Plan to David Barker (copied to AP) to finalise.	17/09/2013	Ongoing
2013-2506-13	General Safety	Ops & Safety Meeting	Medium	MW	Measure distance between fire assembly point and gas bottle store - ensure at least 200m away from each other.	17/09/2013	Ongoing
2013-2506-06	Lab Safety	Ops & Safety Meeting	High	RE	RE to update lab/chemical waste list and seek advice from UoM chemical waste coordinator. Progress with Neales Waste.	17/09/2013	Ongoing
2013-0808-S-01	General Safety	Safety Meeting	Medium	RS	RS to send a reminder following recent lab champions meeting that suggestions for emergency packs should be made asap to MW.	16/08/2013	New
2013-0808-S-02	Training	Safety Meeting	Medium	MW	MW to prepare training for PUWER & Pressure Systems.	17/09/2013	New
2013-0808-S-03	General Safety	Safety Meeting	Medium	VI / AP	Nalin Thakkur & David Barker to visit DCF, VI to draft a letter of invitation including a draft agenda. AP to coordinate a suitable date.	16/08/2013	New
2013-0808-S-04	Radiation Protection	Safety Meeting	Medium	SMP	Send the email trail regarding Radiation Safety Unit being unable to visit DCF to AP.	16/08/2013	New
2013-0808-S-05	Radiation Protection	Safety Meeting	Medium	RE	Send Radiation Safety Unit policy document to SMP & AP.	16/08/2013	New
2013-0808-S-06	Radiation Protection	Safety Meeting	High	SMP	Request decay store specification from Renae Sonnenburg. No store available at DCF, need to purchase one. (UoM policy is for schools to have only overnight decay stores, so can we store for longer - RE having conversation with Francis Livens & Nick Bryan).	17/09/2013	New
2013-0808-S-07	Radiation Protection	Safety Meeting	High	KCC	Complete accelerator project registration documentation and send to Radiation Safety Unit.	17/09/2013	New
2013-0808-S-08	Training	Safety Meeting	High	VI	Ensure Rachel Valentine is happy with levels of safety training MW has received in previous roles - specifically manual handling.	17/09/2013	New
2013-0808-S-09	Radiation Protection	Safety Meeting	High	RE	Find out exposure limits of TLD badges.	16/08/2013	New
2013-0808-S-10	Lab Safety	Safety Meeting	High	RE	Draft an email to go out under SMP signature to remind occupants that all equipment and experiments require a protocol to be submitted.	16/08/2013	New
2013-0808-S-11	Lab Safety	Safety Meeting	High	RE	Complete a walk down form to capture soldering iron in analytical lab.	16/08/2013	New
2013-0808-S-12	General Safety	Safety Meeting	Medium	VI	Obtain fitness certificates for Charles Taylor & MW	16/08/2013	New
2013-0808-S-13	General Safety	Safety Meeting	Medium	VI	Coordinate diaries and schedule a meeting between SMP, AP & David Barker.	17/09/2013	New
2013-0808-S-14	General Safety	Safety Meeting	High	KCC & ADS	Draft a near miss report for chiller condensation, AKJ & SMP to review.	17/09/2013	New
2013-0808-S-15	Training	Safety Meeting	Medium	VI & MW	Have conversation with Janet Makin re: MW providing annual first aid refresher training	17/09/2013	New
2013-0808-S-16	General Safety	Safety Meeting	Medium	AP	Investigate why DCF did not receive communication from Heads of Dept. regarding annual returns.	17/09/2013	New
2013-0808-S-17	Lab Safety	Safety Meeting	Medium	RE	Look into whether oxygen monitors are required in labs.	17/09/2013	New

2013-0808-S-18	Lab Safety	Safety Meeting	Medium	ADS, KCC & MW	Carry out an assessment of need/cost for emergency breathing apparatus.	17/09/2013	New
2013-0808-S-19	Lab Safety	Safety Meeting	High	VI	Purchase a metal fire extinguisher (same as in Accelerator Hall) – liaise with University Fire Officer if required.	16/08/2013	New