

Dalton Cumbrian Facility (DCF) Safety Monthly Meeting

14 November 2013 10:00-11:00

DCF Meeting Room 1

Minutes of Meeting

Present:

Simon Pimblott (SMP) – Chair
Amanda Kenway-Jackson (AKJ)
Andy Smith (ADS)
Ruth Edge (RE)
Mark White (MW)
Vicky Irving (VI)
Kevin Warren (KW)
Rebecca Shepherd (RS)

Apologies:

Adrian Parker (AP)
Rob Derbyshire (RD)
Kan-cheung Cheung (KCC)
Sven Koehler (SK)
Dave Allyson (DA)

1 Welcome & Apologies

SMP welcomed everyone to the meeting. Apologies were received from DA, RD, AP, KCC & SK.

2 Minutes & Matters Arising

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

2803-009	KW to check with STDU for PTW training courses. 17-09-2013 Action transferred to MW.	ONGOING – MW was speaking with Brent Willis who was looking at adapting the University's PTW system to work at DCF. MW will then roll out training on the system.
2013-0808-S-04	RE to send the email trail regarding the Radiation Safety Unit being unable to visit DCF to AP.	CLOSED
2013-1709-S-03	SMP to request spec of decay store in graphite lab from Abbie Jones.	ONGOING – Action transferred to KW as part of NNUF.
2013-1709-S-04	DCF requires a list of everyone that has completed a certificate, VI liaising with Occ Health for a list – get clarification over short term students.	ONGOING
2013-1010-S-01	KW & MW to incorporate provision of emergency packs into the DCF emergency plan / business continuity arrangements.	CLOSED – all items for the emergency pack have been ordered, now just require a box/location for it. New action 1411-001 KW to look into purchasing a radiation off site emergency pack that can be passed onto the on-call person. Add to the emergency plan.

		New action 1411-002 AKJ & KW to liaise with David Barker regarding emergency response equipment – consider equipment that NNL / SL have.
2013-1010-S-02	EOs to meet to discuss shielded storage requirements e.g. decay store, lead bricks.	ONGOING – NNUF has funding available to purchase lead bricks. RE, MW and ADS to purchase via KW.
2013-1010-S-03	MW & RE to conduct a review of chemical procedures at DCF, reinforce procedures with students via their weekly research meetings.	CLOSED – MW regularly attends the weekly researchers meeting.
2013-1010-S-04	VI to coordinate a date for core staff and research supervisors to meet to discuss 8am-8pm lab operating hours.	ONGOING – MW can provide training to ensure first aid requirements are covered. Any documentation referring to the current 9am-5pm operating hours would need to be reviewed once DCF moves to 8am-8pm. New action 1411-003 AKJ & MW to draft a simple action plan for 8am-8pm working. Meet with SMP on 9th December to discuss and put arrangements in place.
2013-1010-S-05	MW to discuss Accelerator & EU standards with SMP.	CLOSED

3 Radiation Protection

6 people attended the RPS training course on the 7th & 8th November.

The new University RPA would be in place from the 1st January 2014. Health Protection England were providing the RPA services.

AKJ was attending a meeting in Manchester on 18th November to discuss how the RPA services were going to work.

It was agreed that RPS cover at DCF would work as follows:

- MW would act as facility RPS (aim was for MW to shadow RE between now and 1st January when full responsibility would be handed over to MW)
- RE would act as Irradiator RPS
- ADS would act as Accelerator RPS

Action 1411-004 SMP to draft letters of appointment for the 3 RPS at DCF.

The above group should meet to discuss how dose rates at DCF would be calculated.

4 Laboratory Safety

RE noted that there was equipment in the Analytical Lab which had no equipment protocols e.g. furnace, vacuum oven.

The steel around the Irradiator was oxidising due to stirrers etc inside.

It was suggested that a clean down of the Irradiator should be carried out as weekly maintenance.

Action 1411-005 RE to investigate what can be done to clean down the Irradiator.

Action 1411-006 RE & SMP to discuss Irradiator clean down at weekly research meeting.

5 General Safety

The technical specification of the oxygen depletion system needed sent to Estates who will progress. AP would be the point of contact for this work.

The University had suspended its HASMAP audit until a new University Safety Coordinator was appointed.

A review of all documentation at DCF was underway; this would be an ongoing process. An action had been placed on SMP, AKJ & AP as part of the Exec team meetings to move document control forward via MS SharePoint.

The annual monitoring report for DCF had been distributed. Any comments should be fed back to AKJ.

6 Health & Safety Training

VI & MW presented a revised training matrix which incorporated all training that had been received by DCF staff. Rob Derbyshire had requested to send the matrix around all SSAs who would check if any key training requirements had been missed.

MW had prepared course materials for PUWER LOLER, pressure systems and manual handling training.

7 Communications with Regulators

The Environment Agency & Counter Terrorism Security Advisors would be visiting DCF on the 27th November.

AKJ requested that the agenda for the visit was finalised as soon as possible.

8 AOB & Date of Next Meeting

It was agreed that the annual evacuation practice would take place on Tuesday 19th November. AKJ would lead on coordinating this.

Summary of Actions Agreed 14 November 2013:	
2013-1411-S-01	KW to look into purchasing a radiation off site emergency pack that can be passed onto the on-call person. Add to the emergency plan.
2013-1411-S-02	AKJ & KW to liaise with David Barker regarding emergency response equipment – consider equipment that NNL / SL have.
2013-1411-S-03	AKJ & MW to draft a simple action plan for 8am-8pm working. Meet with SMP on 9th December to discuss and put arrangements in place.
2013-1411-S-04	SMP to draft letters of appointment for the 3 RPS at DCF.
2013-1411-S-05	RE to investigate what can be done to clean down the Irradiator.
2013-1411-S-06	RE & SMP to discuss Irradiator clean down at weekly research meeting.

The next DCF Safety meeting will be held on 12th December at 10:00.

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)

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]

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]

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	MW	Check with STDU for PTW training courses. MW to look into adapting the UoM PTW system for DCF. Once this is complete, bespoke training will be carried out by MW.	14/11/2013	Ongoing
2013-1709-S-03	Radiation Protection	Safety Meeting	Medium	SMP	Request spec of decay store in graphite lab from Abbie Jones.	14/11/2013	Ongoing
2013-1709-S-04	General Safety	Safety Meeting	Medium	VI	DCF requires a list of everyone that has completed a certificate, VI awaiting response from Occ Health	14/11/2013	Ongoing
2013-1010-S-02	Radiation Protection	Safety Meeting	High	RE / KCC / ADS	EOs to meet to discuss shielded storage requirements e.g. decay store, lead bricks.	24/10/2013	Ongoing
2013-1010-S-04	Lab Safety	Safety Meeting	Medium	VI	Coordinate a date for core staff and research supervisors to meet to discuss 8am-8pm lab operating hours.	14/11/2013	Ongoing
2013-1411-S-01	Radiation Protection	Safety Meeting	Medium	KW	Look into purchasing a radiation off site emergency pack that can be passed onto the on-call person. Add to the emergency plan.	12/12/2013	New
2013-1411-S-02	Radiation Protection	Safety Meeting	Medium	AKJ / KW	Liaise with David Barker regarding emergency response equipment – consider equipment that NNL / SL have.	12/12/2013	New
2013-1411-S-03	General Safety	Safety Meeting	High	AKJ / MW	Draft a simple action plan for 8am-8pm working. Meet with SMP on 9 th December to discuss and put arrangements in place.	09/12/2013	New
2013-1411-S-04	Radiation Protection	Safety Meeting	High	SMP	Draft letters of appointment for the 3 RPS at DCF.	09/12/2013	New
2013-1411-S-05	Lab Safety	Safety Meeting	Medium	RE	Investigate what can be done to clean down the Irradiator.	12/12/2013	New
2013-1411-S-06	Lab Safety	Safety Meeting	Medium	RE / SMP	Discuss Irradiator clean down at weekly research meeting.	12/12/2013	New