The University of Manchester
Dalton Nuclear Institute

DCF OPERATIONS & SAFETY MONTHLY MEETING
AGENDA
Tuesday 25 June 2013 1000-1200, DCF, Meeting Room 1

Agenda Topic		Paper Attached	Lead
1	**Welcome & Apologies**		AKJ
2	**Minutes & Matters Arising**	Y	AKJ
3	**Operations**		
3.1	Security		KW/AKJ
3.2	Maintenance of Building & Infrastructure		AKJ
3.3	Feedback from Safety Walkdowns		AKJ / RE
3.4	Scientific Equipment		RE / KCC / AS
4	**Safety**		
4.1	Radiation Protection		RPS/RPA
4.2	Lab Safety		RE
4.3	General Safety		AKJ
4.3.1	*Accidents, Incidents & Near-Misses*		AKJ
4.4	Health & Safety Training		AKJ
4.5	Communications with Regulators		AKJ
5	**Policy & Procedure**		
5.1	Documents for Review		VI
5.2	Agreed/Reviewed Documents		VI
6	**Review of Agreed Actions/Decisions**		AKJ
7	**AOB & Date of Next Meeting**		AKJ
7.1	Outside Assembly Point		
7.2	Target Room Door Signage		

Attendees: Amanda Kenway-Jackson – Chair (AKJ), Kevin Warren (KW), Vicky Irving (VI), Ruth Edge (RE), Rebecca Shepherd (RS), Adrian Parker (AP)*, Kan-Cheung Cheung (KCC), Dave Allyson (DA), Andy Smith (AS)
Apologies: Rob Derbyshire (RD)

**via tele/video conference*

DCF IP address for use with Video Conference: 130.88.33.96
Teleconference dial in details: 08444 737 373, Enter PIN 724540

The University of Manchester
Dalton Nuclear Institute

Dalton Cumbrian Facility (DCF)
Operations & Safety Monthly Meeting
22 May 2013 1300-1500
DCF Meeting Room 2

Minutes of Meeting

Present:
Amanda Kenway-Jackson (AKJ) (Chair)
Kevin Warren (KW)
Adrian Parker (AP) *
Rebecca Shepherd (RS)
Vicky Irving (VI)
Ruth Edge (RE)
Kan-Cheung Cheung (KCC)
Andy Smith (AS)

*via telephone

Apologies:
Dave Allyson (DA)
Rob Derbyshire (RD)

1 Welcome & Introductions

AKJ welcomed everyone to the meeting. Apologies were received from DA and RD.
Since the last Ops & Safety meeting Andy Smith, Accelerator Beam Line Experimental Officer, had joined the team.

2 Review of Actions Log & Previous Minutes

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

2809-005	AKJ to finish reviewing work prepared on lab protocols to date.	**Ongoing** – progress is being made; the last batch is ready for AKJ to review.
2610-008	KCC to prepare relevant documentation for accelerator.	**Closed** – Prior RA and local rules were completed for Jay LaVerne's visit. Critical examination is ongoing. ***Action 2205-001 Set up meeting between AS, KCC, KW and AKJ to discuss all outstanding issues with accelerator.***
2610-018	VI to look into purchasing a maintenance database.	**Closed –** AP happy to go ahead. VI to purchase and arrange necessary training.
3011-014	VI to add item to lab champion meeting agenda to discuss having emergency packs at DCF.	**On Hold –** to be discussed at next lab champions meeting See Action 2604-001 for latest update
2012-006	Elaine Armstrong advised that emergency showers should be tested weekly; it is unclear if this is included in the Mitie contract. VI to distinguish whether DCF or Mitie should be testing.	**Ongoing** – A shower testing kit had been purchased; this was too short, a water tank on a trolley may be a suitable alternative. Vaughan to lower shower head. Discuss weekly running of infrequently used outlets at next Estates/MITIE Meeting.
2012-007	AKJ to generate monthly walkdown schedule.	**Ongoing** – Will be completed once accelerator paperwork is completed.
2901-001	VI to liaise with STDU to request training slides for manual handling & working at height to hold at DCF until a 'train the trainer' course becomes available for VI. Also look into local train the trainer courses.	**Closed** – New H&S EO Mark White is already a manual handling trainer ***Action 2205-002 VI to check whether Mark White requires further UoM manual handling training.***

		Rachel Valentine may need to visit DCF to conduct working at height training.
2901-005	VI to send email around to lab champions and put together a list of items to be PAT tested.	**Closed** – ***Action 2205-003 VI to issue Target Toom PAT Testing list to AS who will check if any items need added.*** ***Action 2205-004 KCC & AS to check Accelerator Hall and Control Room for items requiring PAT Testing.***
2702-002	VI to put arrangements in place for linking DCF CCTV cameras with UoM Security team.	**Ongoing –** Network Team will be at DCF week commencing 27th May, VI to discuss then.
2702-006	NNL can provide PUWER & Pressure Systems training - VI to coordinate a date & arrange.	**Ongoing** – VI waiting for suitable dates.
2702-008	Gas Safety course required for a number of staff and researchers at DCF.	**Ongoing –** A gas safety course has been arranged for 18 June at DCF. All relevant people will attend.
2702-009	VI to send note to KCC and Mark Sundquist to request a power cut action plan is put together for both scheduled and unexpected power cuts.	**Closed** – Mark Sundquist had sent details to VI. Power outage plan had been updated.
2803-002	AP to send draft agenda to David Barker to initiate visit to DCF.	**Ongoing** – DCF team to confirm agenda before sending to AP.
2803-006	RE to chase KCC to complete questionnaire so that Radiation Protection certificate can be issued.	**Closed**
2803-007	RE to contact IR Raman manufacturer to check usage recommendations following problems.	**Closed –** A loose wire had been fixed, no maintenance should be required.
2803-009	KW to check with STDU for PTW training courses.	**Ongoing** – No internal courses are provided by STDU in this area, suggested that this action was transferred to Rob Derbyshire to investigate.
2803-010	KW to update accelerator risk assessment to incorporate soldering.	**Closed**
2803-011	KW to check with STDU for confined space supervisor training courses.	**Ongoing** – As above, to be transferred to Rob Derbyshire to investigate.
2803-012	VI to look into changing Irradiator intruder alarm tone so that it can be easily distinguished from main building alarm.	**Ongoing** – Liaise with Estates regarding Swift purchasing alarm engineer code from Reliance.
2604-001	VI to send out suggested dates and suggested agenda items to lab champions for a meeting in the next month.	**Ongoing** – VI awaiting dates from CS.
2604-002	VI to purchase additional barriers so that the hall and target rooms can be 'sectioned' off into Controlled and Supervised areas.	**Closed** – bollards had been purchased and were being stored in the waste store.
2604-003	RE to confirm if a 'Pace Maker' sign is required for the hall. If so, to arrange one to be installed in the hall advising of the strong magnetic field.	**Closed** – Pace maker signs had been installed in the Accelerator Hall. ***Action 2205-005 Upon delivery of probe, KCC & AS to complete a magnetic field survey of Target Rooms & Accelerator Hall to identify 5 Gauss & 30 Gauss lines.***
2604-004	Once quote is received from Yarl Hydracentre for maintenance of protection devices VI is to co-ordinate a meeting with Ops Manager and EOs to agree next steps.	**Ongoing** – VI to request response from Yarl Hydracentre
2604-005	AKJ to liaise with Safety Services to establish if the fume cupboard alarms should be logged as an incident or near miss, or whether logging the fault with Estates is sufficient.	**Closed** – issue logged as an incident on advice of Melanie Taylor
2604-006	AP to liaise with Simon Pimblott to ensure that additional contractual arrangements are agreed and the scope of the RPA contract needs to be specific to DCF.	**Ongoing** – AP in continuing conversations with SMP
2604-007	RE to progress Babcock regarding calibration of radiation monitors and if they fail to commit to carrying out the work make alternative arrangements for calibration.	**Ongoing** – RE emailed Babcock again, awaiting a response

2604-008	KCC to complete project registration documentation for the accelerator and submit to Radiation Safety Unit by 03 May 2013.	**Ongoing** – Any radiation emitting equipment needs to have a project registration ***Action 2205-006 RE to send an example registration form to KCC & AS.***
2604-009	VI to send an email out to all DCF occupants requesting confirmation that they have submitted a Health Questionnaire and received a Fitness Certificate.	**Ongoing** – VI to contact student supervisors to check if forms are already held ***Action 2205-007 VI to send fitness to work form to AS & KW.***
2604-010	VI to collate a list of proposed PAT testing frequencies based on equipment and usage.	**Ongoing**
2604-011	VI to send out the notes from the review of Chapter 23 – Interface between Estates and Facilities, and building occupiers.	**Ongoing** – VI formally sent to Estates & Deloitte to discuss at next meeting
2604-012	RE to get a copy of the radio nuclides for issue at DCF.	**Closed** – copy held in H&S file
2604-013	Complete the conditioning and critical examination of the DCF tandem ion accelerator (Pelletron). Critical examination to be carried out in accordance with Regulation 31(2) of IRR99.	**Ongoing** – See action 2205-001 for latest update
2604-014	Finalise and issue accelerator operator instructions.	**Closed**
2604-015	Produce Maintenance Schedule for the Pelletron. Include quarterly radiation/contamination building surveys.	**Ongoing – *Action 2205-008 KCC to send Accelerator Hall & Target Room maintenance check lists to Colette to issue weekly.***
2604-016	Review DCF Local Emergency Management Plan to incorporate Pelletron and associated infrastructure as required.	**Ongoing**
2604-017	Confirm casing temperatures of the source ovens.	**Closed**
2604-018	Complete full radiation survey during initial operation of the accelerator for protons and helium ions.	**Ongoing** – See action 2205-001 for latest updates
2604-019	Measure and demarcate 30 gauss line around each high energy magnet.	**Closed** – See action 2205-005
2604-020	Prepare and implement training and appointment programme for Local Rules for the Accelerator Hall and Target Rooms.	**Ongoing**
0703-005	SMP to speak to Steve Bidey to arrange a Radiation Safety Unit Visit	**Ongoing** – confirm with SMP
0703-006	SMP to speak to Franics 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 availble so need to purchase one. Spec required.	**Ongoing** – confirm with SMP
0703-010	KCC to decide what cupboards / work benches / trolleys to purchase for the Hall and Target Rooms	**Ongoing** – furniture on order to Target Rooms, need to order for Accelerator Hall

3 Operations

3.1 – Security

No security issues had occurred since the last Ops & Safety meeting.
AKJ raised the issue of installing an additional security camera in the Irradiation Room – VI will raise at the next Estates-Mitie meeting.

3.2 – Maintenance of Building & Infrastructure

VI & AKJ agreed to raise landscaping and grass cutting issues at the next Estates-Mitie meeting.

Testing of infrequently used water outlets and the leak in the walkway between the labs and accelerator building would also be raised at the next Estates-Mitie meeting.

AKJ confirmed that the gas store had been surveyed and contractors would return to solve issues with the slope.

It had been identified that the chiller had tripped on a number of occasions. KCC was tasked to do a daily check on the operation of the chiller before a meeting with Deloitte.

Action 2205-009 KCC to perform daily checks of chiller before meeting with Deloitte.

3.3 – Feedback from Safety Walkdowns & Audits

A fire risk assessment had been carried out by FARMSS who would issue a full report.
It had been advised that visual fire indicators were installed at eye level within the Accelerator Hall for times when ear protection was required to be worn.
FARMSS also identified that some of the automatic fire doors were not closing properly when the alarm was triggered.

3.4 – Scientific Equipment

Lone worker alarms were discussed; it was agreed that VI would look into this in the first instance. Once the H&S Experimental Officer was appointed they would be assigned the task of assessing working practices throughout the building.
VI was to create a list of tasks & training for the H&S Experimental Officer to complete once in position.

Action 2205-010 VI to create a list of tasks & training for new H&S EO to carry out once in position.

The SEM pump had been spitting again. FEI had been to clear the pump out and informed us that a number of users across the country had been having the same problem – FEI were looking into the causes.

IRS had been on site carrying out general maintenance of the Irradiator.
DCF are required to send an annual notification to the EA regarding the sealed sources. AKJ was compiling the paperwork for this.

4 Safety

4.1 – Radiation Protection

Shielded store requirements were discussed for the receipt and dispatch of radioactive materials between Sellafield/NNL and DCF/Culham (NNUF).

An RPS meeting was to be held in Manchester w/c 27th May. None of DCF RPS could attend, KW would check if it was possible to dial into the meeting.

KCC noted that during a high beam the radiation leak outside the building can be up to 3 mSv per hour which requires controls for a supervised area to be in place.
KCC also noted that the door between the Control Room and Accelerator Hall should be a noise reducing door with shielding.

Action 2205-011 KCC & AS to put together an agenda for Accelerator meeting (see action 2205-001).

AKJ agreed to chase TLDs for checking radiation levels with Dave Allyson.

4.1.1 Project Registration

See action 2205-006.

4.2 – Lab Safety

The SF6 alarm was on a list to be discussed with Estates.

4.3 – General Safety

Issues were still ongoing with fume cupboards which now required a fourth visit from Schneider. The interface between Estates-Subcontractors-DCF was questionable.

4.3.1 – Accidents, Incidents & Near Misses

No Accidents, Incidents or Near Misses had been reported since the last meeting.

4.4 – H&S Training

Janet Makin, First Aid Coordinator, would attend DCF on 26th July. Janet would provide First Aid training which would include treatment of acid burns.

AKJ and RE had attended a workshop which had brought to light the need for fume cupboards to have a scrubber system when dealing with HF.

4.5 – Communications with Regulators

DCF needed to engage with the HSE for the Irradiator annual report.

HSE had already expressed an interest in the accelerator – documentation should be fully in place before sending to HSE.

5 Policy & Procedure

AKJ had reviewed the radiation safety chapters which now needed to be issued to the relevant people for review.

5.1 – Documents for Review

2 Risk Assessments had expired and were with AKJ for review.

5.2 – Agreed/Reviewed Documents

The contractor induction booklet had been updated with details of magnetic fields in the Accelerator Hall.

The access control document had been updated with details of how to remove a door from the system.

The below table provides a summary of documents produced to date:

	LIVE	DRAFT	TO BE VALIDATED	EXPIRED – Due for Review	REVIEWED Since last meeting
Procedures, Forms & Templates	66	5	0	0	2
Experimental Protocols	7		5	0	0
Equipment Protocols	7	3	8	0	0
Risk Assessments	30	9	13	2	0

COSHH	18	11	0	0	0
Maintenance Checklists	11	0	0	0	0
Permit to Work	No new permits to work				

6 Review of Agreed Actions & Decisions

Summary of Actions Agreed 22 May 2013	
2205-001	Set up meeting between KCC, AS, KW, RE & AKJ to discuss all outstanding issues with the accelerator.
2205-002	VI to check whether new EO Mark White requires further UoM Manual Handling training.
2205-003	VI to issue Target Room PAT testing list to AS who will check whether any items need added.
2205-004	KCC & AS to check Accelerator Hall & Control Room for items requiring PAT testing.
2205-005	Upon delivery of the probe, KCC & AS to complete a magnetic field survey of Target Rooms & Accelerator Hall to identify 5 Gauss & 30 Gauss lines.
2205-006	RE to send an example registration form to KCC & AS.
2205-007	VI to send fitness to work form to AS & KW.
2205-008	KCC to send Accelerator Hall & Target Room maintenance check lists to Colette to issue weekly.
2205-009	KCC to perform daily checks of chiller before meeting with Deloitte.
2205-010	VI to create a list of tasks & training for new H&S EO to carry out once in position.
2205-011	KCC & AS to put together an agenda for Accelerator meeting (see action 2205-001).

7 AOB

NO issues were raised under AOB.

8 Date of Next Meeting

The next DCF Operations & Safety meeting will be held on 25 June 2013 at 10:00. Dial in details will be issued with an agenda for those who wish to dial into the meeting

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 (AS)
Vicky Irving (VI)
Rebecca Shepherd (RS)
Dave Allyson (DA)
Abbie Jones (AJ)
Enrique Jimenez-Melero (EJM)
Clint Sharrad (CS)
Sven Koehler (SK)
Alexandru Stancu (AS)

School Safety Advisors
Elaine Armstrong (EA) [Chemistry]
Gary Burns (GB) [CEAS]
Richard Cutting (RC) [EAES]
Ivan Easdon (IE) [Materials]
Jim Fearick (JF) [CEAS]

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]

Safety Coordinator
Rob Derbyshire

Ref	Category	Originated From	Priority	Who	Details	Current Status
2809-005	Operations	Ops & Safety Meeting	High	AKJ	Finish reviewing work prepared on lab protocols to date. Ongoing progress is being made, refer to section 5.2 of the minutes for latest update.	Ongoing
3011-014	Operations	Ops & Safety Meeting	Low	VI	Add item to lab champion meeting agenda to discuss having emergency packs at DCF. On hold until next lab champion meeting is arranged.	On Hold
2012-006	Health & Safety	Ops & Safety Meeting	Medium	VI	Elaine Armstrong advised that emergency showers should be tested weekly; it is unclear if this is included in the Mitie contract. Need to distinguish whether DCF or Mitie will do testing. Shower testing kit has been purchased. Issue of running infrequently used outlets will be discussed at next Estates-Mitie meeting.	Ongoing
2012-007	Operations	Ops & Safety Meeting	Medium	AKJ	Generate monthly walk down schedule. Will be completed once accelerator paperwork is completed.	Ongoing
2702-002	Security	Ops & Safety Meeting	Medium	VI	Put arrangements in place for linking DCF CCTV cameras with UoM Security team. Network team will be onsite in june, VI to discuss with them whilst on site.	Ongoing
2702-006	Office Admin	Ops & Safety Meeting	Medium	VI	NNL can provide PUWER & Pressure Systems training - VI to coordinate a date & arrange. 28.03.13 - VI awaiting response from NNL.	Ongoing
2803-002	Health & Safety	Ops & Safety Meeting	Medium	AP	Send draft agenda to David Barker to initiate visit to DCF. DCF team will agree agenda before AP sends to David Barker.	Ongoing
2803-009	Health & Safety	Ops & Safety Meeting	Medium	KW / RD	Check with STDU for PTW training courses. No courses offered by STDU. Action transferred to RD to investigate.	Ongoing
2803-011	Health & Safety	Ops & Safety Meeting	Medium	KW / RD	Check with STDU for confined space supervisor training courses. No courses offered by STDU. Action transferred to RD to investigate.	Ongoing
2803-012	Security	Ops & Safety Meeting	Low	VI	Look into changing Irradiator intruder alarm tone so that it can be easily distinguished from main building alarm. VI to liaise with Estates regarding Swift purchasing engineer code from Reliance.	Ongoing
2604-001	Health & Safety	Ops & Safety Meeting	High	VI	VI to send out suggested dates and suggested agenda items to lab champions for a meeting in the next month.	Ongoing
2604-004	Operations	Ops & Safety Meeting	High	VI	Once quote is received from Yarl Hydracentre for maintenance of protection devices VI is to co-ordinate a meeting with Ops Manager and EOs to agree next steps. VI to chase response from Yarl.	Ongoing
2604-006	Health & Safety	Ops & Safety Meeting	High	AP	AP to liaise with Simon Pimblott to ensure that additional contractual arrangements are agreed and the scope of the RPA contract needs to be specific to DCF.	Ongoing
2604-007	Operations	Ops & Safety Meeting	Medium	RE	RE to progress Babcock regarding calibration of radiation monitors and if they fail to commit to carrying out the work make alternative arrangements for calibration.	Ongoing
2604-008	Health & Safety	Ops & Safety Meeting	High	KCC	KCC to complete project registration documentation for the accelerator and submit to Radiation Safety Unit by 03 May 2013.	Ongoing
2604-009	Health & Safety	Ops & Safety Meeting	High	VI	VI to send an email out to all DCF occupants requesting confirmation that they have submitted a Health Questionnaire and received a Fitness Certificate.	Ongoing
2604-010	Operations	Ops & Safety Meeting	High	VI	VI to collate a list of proposed PAT testing frequencies based on equipment and usage.	Ongoing
2604-011	Health & Safety	Ops & Safety Meeting	High	VI	VI to send out the notes from the review of Chapter 23 – Interface between Estates and Facilities, and building occupiers.	Ongoing
2604-013	Health & Safety	DCF/RA/0076	High	KCC	Complete the conditioning and critical examination of the DCF tandem ion accelerator (Pelletron). Critical examination to be carried out in accordance with Regulation 31(2) of IRR99.	Ongoing
2604-015	Health & Safety	DCF/RA/0076	High	KCC	Produce Maintenance Schedule for the Pelletron. Include quarterly radiation/contamination building surveys.	Ongoing
2604-016	Health & Safety	DCF/RA/0076	High	KW	Review DCF Local Emergency Management Plan to incorporate Pelletron and associated infrastructure as required.	Ongoing
2604-018	Health & Safety	DCF/RA/0076	High	RE / KW	Complete full radiation survey during initial operation of the accelerator for protons and helium ions.	Ongoing

Ref	Category	Originated From	Priority	Who	Details	Current Status
2604-020	Health & Safety	DCF/RA/0076	High	RE / KW	Prepare and implement training and appointment programme for Local Rule for the Accelerator Hall and Target Rooms.	Ongoing
0703-005	Health & Safety	Extra Ops Meeting 07/03	Medium	SMP	SMP to speak to Steve Bidey to arrange a Radiation Safety Unit Visit.	Ongoing
0703-006	Health & Safety	Extra Ops Meeting 07/03	Medium	SMP	SMP to speak to Franics 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 availble so need to purchase one. Spec required.	Ongoing
0703-010	Health & Safety	Extra Ops Meeting 07/03	Medium	KCC	KCC to decide what cupboards / work benches / trolleys to purchase for the Hall and Target Rooms.	Ongoing
2205-001	Operations	Ops & Safety Meeting	High		Set up meeting between KCC, RE, AS, KW and AKJ to discuss all outstanding issues with the accelerator.	New
2205-002	Health & Safety	Ops & Safety Meeting	Medium	VI	Check whether new EO Mark White requires further UoM manual handling training.	New
2205-003	Operations	Ops & Safety Meeting	High	VI	Issue Target Room PAT Testing list to AS who will check whether any further items need added.	New
2205-004	Operations	Ops & Safety Meeting	High	KCC / AS	Check Acclerator Hall & Control Room for items requiring PAT Testing.	New
2205-005	Operations	Ops & Safety Meeting	Medium	KCC / AS	Upon delivery of the probe, complete a magnetic field survey of Target Rooms & Accelerator Hall to identify 5 Gauss & 30 Gauss lines.	New
2205-006	Health & Safety	Ops & Safety Meeting	High	RE	Send an example registration form to KCC.	New
2205-007	Health & Safety	Ops & Safety Meeting	Medium	VI	Send fitness to work forms to AS & KW.	New
2205-008	Operations	Ops & Safety Meeting	Medium	KCC	Send Accelerator Hall & Target Rooms maintenance check lists to Colette to issue weekly.	New
2205-009	Operations	Ops & Safety Meeting	High	KCC	Perform daily checks of the chiller before meeting with Deloitte.	New
2205-010	Office Admin	Ops & Safety Meeting	Medium	VI	Create a list of tasks & training for new EO Mark White to carry out once in position.	New
2205-011	Operations	Ops & Safety Meeting	High	KCC / AS	Put together an agenda for Accelerator meeting (see action 2205-001),	New