



MINUTES

**BioEscalator Safety Advisory Committee Meeting
held on Friday 7th December 2018, 11:00-12:30 Meeting Room 3, BioEscalator
Innovation Building**

Present:

Khwaja Islam (KI) (Chair), BioEscalator Health & Safety Officer
Claire Shingler (CS), BioEscalator Business Manager
Chris Paluch (CP), MiroBio, Senior Scientist
Ash Hale (AH), Laboratory Manger, Macrophox,
Matt Hayman (MH), Laboratory Manager, Theolytics
Estefani Lencer (EL), Laboratory Manger, MoA Technology,
Shuji Hachisu (SH), MoA Technology, Chief Technical Officer
Richard Raz (RR), Senior Scientist, PepGen
Graham Ross (GR), University Divisional Safety Officer

Minute taker:

Bushra Nawaz, BioEscalator Apprentice Lab Technician

1. Introduction of Members

The members above introduced themselves and consented to be on the committee.

2. Risk/COSHH Assessments including Fire Risk Assessment

KI stated tenants should do their own risk/Coshh assessments within their offices & labs and do not need approval by the BioEscalator health & safety officer. If tenants use shared facilities they must present their risk /Coshh assessment beforehand to the BioEscalator Health & Safety Officer and team.

Where the building is concerned, GR and KI are happy to give advice on risk assessments to individual companies. GR stated that if tenants were to be inspected by the HSE, they will be inspected as individual companies rather than as part of the BioEscalator.

Tenants should also have their own fire risk assessment for their labs/offices (i.e. rented space). KI has completed fire risk assessment for the BioEscalator which covers floor 0 & 1 as well as the basement. EL asked if there was a template for fire risk assessment. KI mentioned there isn't one but they can amend the University fire risk assessment should they want use it.

Actions:

KI to distribute University fire risk assessment templates to all members present.

3. Training courses/record

KI stated tenants must have their own first aiders and fire wardens for their labs/offices (i.e. rented space). First aiders for the BioEscalator can be found above all first aid boxes on the ground and first floor. The location is shown around when KI does the informal laboratory induction. EL mentioned if there can be a list of all first aiders and fire wardens in the BioEscalator. KI to create a list and place on notice

Board on level 0 near the reception and another list on floor 1 in the kitchen area. There are also burns kit in the kitchen areas and should not be confused with acid burns in the laboratory which is treated differently for example phenol burn with PEG. There are specific training for those burns and please contact GF for further information.

GR stated that University training is available to University staff only via Single Sign login and University safety training takes place every term. Which is ran by the University safety team. However, it **may** be possible to pay to attend University safety training, considering there are spaces on the safety courses.

GR mentioned not all University safety courses are relevant to the tenants for example cryogenic and compressed gas training are for laboratory managers and facilities managers. KI mentioned he will be providing in-house training for all tenants wishing to use the core cryogenic storage facility as part of the risk assessment. GR also is more than happy to do a presentation on cryogenic handling and storage to the tenants upon request.

If the University training is unavailable, companies should be able to find external training providers who will provide safety training. Tenants were concern that it would not follow the University guidelines but be a generic safety training, so it would be more convenient for them to do the University safety training course as it will follow the University's health & safety policies/guidelines since it's a University building. GR mentioned if the training received by tenants is unsatisfactory, the University does not take liability however, GR is happy to give advice to tenants on safety training. GR will enquire about if tenants can attend University safety training if there were spaces on the course as a payable service.

EL asked if the University policies statements and memos can be on-line under the health & safety section so it will be easy for the tenants to access. KI to add the University policies and memos on the BioEscalator website

KI stated tenants are more than welcome to join in house Evac-chair training provided by trainer Andy Darly to the BioE team (date TBC).

Actions:

GR to enquire about non-employees receiving university (fire) training for a fee with the University Safety Office.

GR to organise in-house cryogenic training for tenants (TBC).

GR to enquire as to whether there is a training provider in chemical safety and burns. KI to upload University Policies and Memos on the BioEscalator website under health & safety.

KI to compile a list of all first aiders and fire wardens in the building to keep on the ground and first floor.

KI to confirm Evac-training once it is announced.

4. Health and safety inspection

It was agreed that a prior-notice should be given to all tenants before safety inspections takes place by GR and KI (not by the University) to comply with the service level agreement the BioEscalator has with the University estate services FM. Tenants were reminded to include all hazardous material in their risk assessment, and to follow University policy as per their lease. The minimum expectations are for

Companies to follow the HSE policy, the University is not compulsory however it would be good practice to follow it where possible.

5. Review of Accident Incident report forms

Companies should have their own incident/accident book for their labs/offices (i.e. rented space) and should report any major incidents to the HSE themselves under RIDDOR regulations. Reportable incidents to HSE can be found on their website and also on the University accident book. The companies should also report all accidents, incidents and near misses to the BioEscalator safety officer for record.

If an accident occurs within the core area which is looked after by the BioEscalator then one should complete the University incident/accident book (green) kept at Reception and who would follow the normal University procedure for reporting (i.e. it will be reported to the University safety office).

KI mentioned it would be good practice to inform him of all accidents/incidents and near misses, regardless of the location.

6. Any other Business

6.1 Health & safety statement

Tenants were reminded to send a signed version of their health and safety statements to KI (as per the lease) within 8 weeks of starting at the BioEscalator.

6.2 Occupational health

GR mentioned that University occupational health service who provide health service for University staff (working with potentially hazardous substances for example working with lab animals & pathogens) have agreed to do the same for BioEscalator tenants as an external payable service. Please contact Caroline Harris (caroline.harris@ouohs.ox.ac.uk) if you require health surveillance.

6.3 Trade Effluent consent

You will need a trade effluent consent from the water supplier of your area should you wish to dispose hazardous chemical down the sink of laboratories to the public sewer from a business. It is a criminal offence doing so without a consent. At present no hazardous chemical should be dispose down the sink as Barbican logistic waste contractor for the BioEscalator will take it off site to dispose properly on your behalf (payable service). Please contact KI to help organise the hazardous waste chemical from site.

6.4 Legionnaires management

The FM estates services do a weekly testing of eye wash and external contractor do the testing of legionnaires every 6 monthly. All the record are kept with FM estates services.

6.5 Drench shower

RR was concerned at the absence of a drench shower in the facilities of BioEscalator. GR mentioned drench showers are not necessary as eye wash are manoeuvrable and should reach all places of the body. RR stated the hose is not long enough reach the top of the head. GR mentioned if tenants are in need of drench showers, they are welcome to purchase mobile drench showers for their rented lab space.

7. Date and venue of next meeting

February 2019 (TBC).