



Minutes

**7th BioEscalator Safety Advisory Committee Meeting
Held on Tuesday 10th May 2022, @14:00hrs, MS Teams**

Present:

Khwaja Islam (KI) (Chair), Health and Safety Officer, BioEscalator
Claire Shingler (CS), Business Manager, BioEscalator
Owen Baker (OB), Apprentice Laboratory Technician, BioEscalator
Graham Ross (GR), University Divisional Safety Officer
Paul Brackstone (PB), Laboratory Manager, Nucleome Therapeutics
Tim Davies (TD), Senior Scientist, OxVax
Amy Hall (AH), Laboratory Manager, Exogene
Frankie Flintoft-Burt (FFB), Program Manager, Ochre-bio
Stephanie Lesage (SL), Chief Executive Officer, Oxford Silk Phage Technologies
Atherton Mutombwera (AM), Chief Executive Officer, Hutano Diagnostic
Abdessamd Taheri-Alaoui (ATA), Senior Scientist, Hutano Diagnostics
Chris Willberg (CH), Senior Scientist, MediMabBio
Cathy Oliveira (CO), Laboratory Manager, Alethiomics
Ed Ainscow (EA), Chief Scientific Officer, Alethiomics
Patrick Killoran (PK), Senior Scientist, Kyttaro
John Sinclair (JS), Chief Executive Officer, Proteinforge

1. Apologies:

Lily Wang (LW), Senior Scientist, Singular bio
Kevin Maskell (KM), Chief Scientific Officer, Bioarchitech
Ashling Holland (AH), Senior Scientist, Pepgen
Robert Learney (RL), Chief Scientific Officer, Accunea

2. Introduction:

Everyone introduced themselves to the committee, as there has been new members to the committee since the last meeting.

3. Minutes of last meeting:

Minutes of the last meeting were accepted (23 November 2021).

4. Matters arising:

Action point	Description	Assigned to	Deadline	Progress
AP1	GR to discuss with Les Wright (Director of health & safety) if there is any way he can provide training for the BioEscalator tenants in introduction to biological safety and transportation of biological goods. These are now on webinar and tenants may have access to the webinar.	GR	Dec 2022	On-going
AP2	KI to organise practical training on-site to tenants in chemical spillage. Training provider Adler & Allan. Trainer has left the company and they are in process of recruiting a replacement.	KI	Dec 2022	On-going

5. New University H&S Policy statements:

There was no new policy statements to report by KI.



6. New University Memorandums:

i. KI stated memo M2-22-Health and safety training programme for Trinity Term 2022 - <http://www.admin.ox.ac.uk/safety/safetytraining/>, only for University staff.

KI to check if you need SS login credentials to access the on-line training presentations.

ii. KI mentioned that Fire warden webinar training will take place Monday 20 June, 1000-1100 MS Teams & practical training Wednesday 22 June, 1100-1200 grasses area in front of the WTCHG. This course is free to attend for the BioEscalator tenants. If any tenants are interested in attending in Trinity Term to email KI.

iii. First Aid at Work (FAW) training – KI to organise in-house FAW training for the tenants (3-day practical course), BioEscalator will recharge the companies. Maximum of twelve people and training provider is Oxford College of First Aid. GR mentioned if there is a shortfall he will send an email to wider University staff to see if they would like to join the FAW training.

7. Health Surveillance (HS):

Safety office have massively updated the information provided about Health Surveillance (HS) on their website: <https://safety.admin.ox.ac.uk/guidance-on-health-surveillance>.

Explains what HS is for and not for, and a set of substances or activities that require HS activity. The HS1 form has not changed. HS website covers topic such as work place activity or hazard, HS requirements, departmental action, and further information.

8. Topic Disposal Information Notes (TDINS):

Safety Office have published a number of new TDINS and further information can be found on safety office website <https://safety.web.ox.ac.uk/further-guidance>. The new TDINS are:

- **Duty of care:** Environmental protection Act 1990.
- **Classification:** Guidance on packaging and labelling of hazardous waste materials for disposal.
- **Packaging and labelling:** Guidance on completing TW2/10 forms for waste materials for disposal.

Useful information and should help answer lot of questions that come up about hazardous waste disposal.

9. COVID 19 Guidance:

KI mentioned that the University Covid guidance pages have been all updated following the change to University's BCP to Level 0 from 1ST April 2022. <https://www.ox.ac.uk/coronavirus/staff>. All Covid-19 restriction have been removed and BioEscalator will continue to have hand sanitizer distributed around the communal areas. Wearing a face covering is now a personal choice and while social distancing rules are no longer in place, it is important that we are considerate of each other's space. If you are not well or test positive for Covid-19, you should not come to work and follow the NHS guidance. More stringent rules will continue to apply on hospital sites, to prevent the spread of infection. GR said that NHS has new guidance with living with Covid 19 and OUH Trust has local guidance that you must still wear face covering and social distance is reduced from 2m to 1m plus now. BioEscalator have removed all posters, which was used during the pandemic, and replaced them with new posters (ventilation and respect posters).

10. CO2 and O2 alarms in proprietary labs:

KI stated that if you have an alarm in your own lab you must have procedure in place to what to do when the alarm is activated (i.e. sounding) in working hours or out of hours and also who to contact in the company. It is important to know how to operate the alarm and to maintain it. There was incident when the alarm was sounding in a tenant lab during working hours and staff ignored the alarm and continued working in the lab. Dry ice container in the



lab triggered the alarm. In addition, the same day it was alarming in the evening (11pm) where KI (key holder) got a call from OUSS to inform him of the alarm. He informed the key holder of the lab. AH said it may be a good idea to have remote alert system that will inform you when the alarm is activated. KI mentioned there would be cost implication and it is up to each individual company if they want purchase the remote alert system.

11. Centrifuge Training:

KI said that there has been two centrifuge incident in the core facilities and has offered refresher to training to all users where the Beckman engineer will come on site to give a practical training. Tenants to email KI if they want to have a refresher training.

12. Hazardous chemical waste:

BioEscalator has a different set up to the University where tenants collect all hazardous waste chemical in a suitable container with the primary hazard sign and chemical concentration and store in the clinical waste room (696.18.02) in the car park. Chemical waste is collected every 6 months or before if both the allocated shelves are full, by Select environmental Ltd (Licensed contractor) which includes the chemist. BioEscalator will recharge the tenants of removal of hazardous waste chemical. KI mentioned no one allowed to pour any hazardous chemical down the sink and to make sure they label all chemicals so we do not have any unknown chemicals, as they will be costly to dispose of and not good laboratory practice. If you are going to be a large producer of hazardous chemical waste, please come and discuss with KI.

13. A multi-purpose room for first aid/phlebotomy/vaccinations on ORC:

At present, there is no provision for multi-purpose room that tenants can use in the BioEscalator. There is a room in the ORCRB (Green building) and WIMM but only for University staff. GR will look into this and see if there is a provision for a multi-purpose room on ORC and may be a room in BBH that can be converted for that purpose. GR said you could not use your own office or lab for phlebotomy as they not fit for the purpose and there is a University policy on required standards.

14. Review of accident/incident report:

Committee was made aware of three accidents since the last meeting (23 November 2021).

15. Any other business:

None.

16. Date and venue of next meeting:

September 2022 via MS teams.

Action point	Description	Assigned to	Deadline	Progress
AP3	KI to check with University Safety Office if we need SS login credential to access on line training presentations.	KI	Sept 2022	On-going
AP4	Tenants to email KI if they want attend Fire warden training in Trinity term.	KI	Sept 2022	On-going
AP5	KI to organise in-house FAW training for Tenants	KI	Sept 2022	On-going



AP6	GR to look into multi-purpose room on ORC, maybe a room in BBH.	GR	Sept 2022	On-going
AP7	Tenants to email KI if they want refresher training on centrifugation.	KI	Sept 2022	On-going