



Minutes

**8th BioEscalator Safety Advisory Committee Meeting
Held on Tuesday 22nd November 2022, @12:00hrs, MS Teams**

Present:

Khwaja Islam (KI) (Chair), Health and Safety Officer, BioEscalator
Claire Shingler (CS), Business Manager, BioEscalator
Fabiha Ahmed (FA), Apprentice Laboratory Technician, BioEscalator
Graham Ross (GR), University Divisional Safety Officer
Graham McClorey (GMC), Director of Biology, Orfonyx Bio
Tim Davies (TD), Senior Scientist, OxVax
Amy Hall (AH), Laboratory Manager, Exogene
Stephanie Lesage (SL), Chief Executive Officer, Oxford Silk Phage Technologies
Atherton Mutombwera (AM), Chief Executive Officer, Hutano Diagnostic
Cathy Oliveira (CO), Laboratory Manager, Alethiomics
John Sinclair (JS), Chief Executive Officer, Proteinforge
Chris Willberg (CH), Senior Scientist, MediMabBio
Adam Winnifrieth (AW), Founder, Evolvere Biosciences

1. Apologies:

Lily Wang (LW), Senior Scientist, Singular bio
Kevin Maskell (KM), Chief Scientific Officer, Bioarchitech
Abdessamd Taheri-Alaoui (ATA), Senior Scientist, Hutano Diagnostics
Patrick Killoran (PK), Senior Scientist, Kyttaro
Robert Learney (RL), Chief Scientific Officer, Accunea

2. Introduction:

KI introduced GMC from Orfonyx Bio Ltd to the committee. Company leaving the committee since last meeting Pepgen, Ochre and Nucleome.

3. Minutes of last meeting:

Minutes of the last meeting were accepted (10th May 2022).

4. Matters arising:

Action point	Description	Assigned to	Deadline	Progress
AP1	GR in discussion with University Biological safety officer (Tracey Mustoe) who is re-writing the introduction to biological safety training which will be in person (classroom) and has asked if tenants can attend. Transportation of dangerous goods training is still in progress.	GR	Feb 2023	On-going
AP2	KI to organise practical training on-site to tenants in chemical spillage. Training provider Adler & Allan. KI is waiting for more details from the training provider.	KI	Feb 2023	On-going
AP3	GR to look into multi-purpose room on ORC, maybe a room in BBH. GR has sent email to Chris Price and Brid Cronin regarding a room in BBD which will need hand basin and there is also money for refurbishment from FM and will update all in the next meeting.	GR	Feb 2023	On-going



5. New University H&S Policy statements:

KI mentioned a new version of asbestos management policy statement (S1/22) which explains the management of asbestos for departments with asbestos containing buildings (a legal responsibility by the HoD). GR mentioned this will not affect the Innovation building as it's a new build (built after 2000), University holds an asbestos register which provides information on the type, location, condition and extent of known and presumed asbestos materials in building fabric and services including old equipment that may contain asbestos such as water bath, incubators and flammable safety cabinets. Core equipment in the Bioescalator are new so won't contain any asbestos. Tenants to register any asbestos containing old equipment to KI as the deadline to report back to the University safety office is 14 March 2023.

6. New University Memorandums:

i. KI stated memo M3-22-Health and safety training programme for Michaelmas Term 2022 - <http://www.admin.ox.ac.uk/safety/safetytraining/>, only for University staff.

ii. KI mentioned that fire warden & practical training this term are fully booked but there are spaces for Hilary term on 24th Jan 2023, time 0930-1330 and 7th March 2023, time 0930-1330, venue BioEscalator meeting rooms and fire practical to be held between BBH and IDRM building at the back of the Bioescalator. The training course has been revamped and delivered by local training provider **First for Safety Oxfordshire** and the length of the training has been increased to 4 hours to provide more time for delegates to take part in a walk through/talk through of the stages of responding to fire situation, and affecting a successful vacation. CO asked if she can attend this fire warden training even though she has attended one this year and KI said yes she can if she wants to. If any tenants are interested in attending in Hilary Term to email KI.

7. Training courses:

i. First aider training provider British Red Cross or Oxford College First Aid (OCFA) can be used by tenants for emergency first aid at work or first aid at work (FAW). Tenants to do a risk assessment to decide how many first aiders required by the company.

ii. Compressed gas safety and safe use of cryogenic liquid – training provider Proactive gas safety training – KI mentioned he has organised this in previous year's on-site classroom & practical session at the BioEscalator and it was very popular with tenants. Maximum delegates can attend is 12 and there is a cost for the course which will be covered by BioEscalator confirmed by CS. It will include 1.5 hours on-site practical session and e-Learning of 5.5 hours and learners successfully completing both on-site classroom, e-Learning and practical training will receive certification of achievement and Gas safety Passport card valid for 3 years. If any tenants are interested in attending to email KI.

8. Termly fire drill:

Final termly fire drill took place on 2nd November 2022 at 10.30am. Outcome of the fire evacuation was the following:

- Initially slow to leave the building.
- Green running man (fire exit sign) some building occupiers weren't sure if that was a fire exit.
- Time taken to evacuate premises – 4 Mins 12 Secs (Target 2 Mins).

GR also mentioned lessons learnt from previous fire evacuations that can everyone hear the fire alarm in the building including in shower facilities. Do people use available fire exits?



9. Sustainability – energy saving tips in the labs:

KI mentioned that he is involved with the University sustainability team who are advising lab management in saving energy in labs which can help save money in the long run for departments. Now that cost of energy has increased significantly it's important that we try and save energy and reduce the carbon emission.

Tips to consider:

- Using timers for non-essential equipment such as water baths and drying cabinets.
- Using booster timers for (0.5h/1h/2h) for non-essential equipment such magnetic stirrers, balances and pH meters.
- Using stickers on non-essential equipment – 'Please switch off when not in use'.
- Raising the temperature from -80°C to -70°C, energy savings which will be 30-40% and can prolong the life of the freezer.
- Fully racked freezer uses less energy than empty one.

GR stated that Kennedy Institute on ORC have raised their freezer temperature to -70°C but not for HTA samples as they are not allowed under the HTA licence must be kept at -80°C.

10. EWC Code:

KI mentioned European waste code (EWC) is a legal requirement for waste classification and to decide on the treatment process of clinical waste i.e. temperature of incineration. Tenants to write EWC on one side of the yellow tag and on the other side company name. Make sure yellow bags are $\frac{3}{4}$ full so that yellow tags can be used easily to tie the bags. In the past we have had a few ripped yellow bags and completely full. Avoid placing pointy items in yellow bags but should be placed in 60 L burn bins.

11. Review of accident/incident report:

KI reported to the committee one accident since the last meeting (10 May 2022).

CO reported of near miss incident of benchtop microcentrifuge in their own lab space where a plastic corner broke off the rotor causing damage and creating a loud noise which shock the operator. CO reported the incident to supplier. GR asked if centrifuge was sealed properly and CO said yes it was. GR said it could be a faulty batch or poor design and its worth sharing the make & model with other tenants just case they have the same microcentrifuge and experience similar issues. CO to email KI make and model to share with tenants and also near miss report.

12. Any other business:

KI stated that the floor standing centrifuge reported to have biological spillage inside rotor JA 25.50 which was reported by FA who noticed it during her centrifuge training with Beckman engineer. It is important to clean any spillage straight away and report to the BioEscalator apprentice technician or lab manager. It is a good lab practice to clean rotors after use to prevent cross contamination and ready to be used by the next user. FA will check on a weekly basis on centrifuges and balances.

GR mentioned 'EveryDaySave' programme which Prof Martin Maiden is the co-chair of the University Safety Executive Group which is directed for University staff but it's worth viewing his vlog on the University website which is accessible to all. [EveryDaySafe | Safety Office \(ox.ac.uk\)](https://www.ox.ac.uk/everydaysafe).

GR asked if the committee was happy to continue on Teams for future BSAC meeting and the response was to continue.



13. Date and venue of next meeting:

Feb 2023 via MS teams.

Action point	Description	Assigned to	Deadline	Progress
AP4	Tenants to email KI any asbestos containing old equipment.	Tenants	March 2023	On-going
AP5	Tenants to email KI if they want to attend Fire warden training in Hilary term 2023.	KI	Jan 2023	On-going
AP6	Tenants to email KI if they are interested in attending Compressed gas safety and safe use of cryogenic liquid training.	KI	Jan 2023	On-Going
AP7	CO to email KI make & model of microcentrifuge and also the incident report.	KI	Dec 2023	On-going