



Minutes

**5th BioEscalator Safety Advisory Committee Meeting
Held on Friday 26th March 2021, @10:00hrs, MS Teams**

Present:

Khwaja Islam (KI) (Chair), BioEscalator Health and Safety Officer
Claire Shingler (CS), Business Manager, BioEscalator
Smita Gunnoo (SG), Senior Scientist, Pepgen
Ashling Holland (AH), Senior Scientist, Pepgen
Janine Woods (JW), Executive Assistant/Office Manager, Nucleome Therapeutics
Atherton Mutombwera (AM), Hutano Diagnostic Ltd
Kevin Maskell (KM), Bioarchitech
Natalie Speer (NS), Operations Manager, Exact Sciences Innovation
Frances Willenbrock (FW), Laboratory Manager, Ochre-bio
Matt Hayman (MH), Laboratory Manager, Theolytics
Chris Willberg (CH), Senior Scientist, Medimabbio
Cathy Gouveia (SH), Health and Safety Officer, MoA Technology

1. Apologies

Graham Ross (GR), University Divisional Safety Officer
Estefani Lencer (EL), Laboratory Manager, MoA Technology

2. Minutes of last meeting

2.1. KI mentioned following training a) chemical spillage (practical), b) introduction to Biological safety & GM work, and c) transportation of biological materials & dangerous goods did not take place due the pandemic in January 2020, GR will discuss the training for BioEscalator tenants with Les Wright who is the new appointed director of occupational health & safety for the University of Oxford replacing Gary Tidewells.

Action:

GR to inform KI of the outcome of the meeting, whether or not he is allowed to do the training for the BioEscalator tenants. **This action is still outstanding and GR to report in the next BSAC meeting.**

2.2. Minutes of the last meeting were accepted.

3. New University H&S Policy statements:

3.1. KI mentioned S1/21-fire safety management policy is active on the University safety website. It supersedes H&S policy statements S10/07, S8/07, S4/05, S3/05, S1/05 and S11/01. The main change is to do a fire drill per term (i.e. 3 fire drill per year).

3.2. KI mentioned S2/21- manual handling operation is active on the University safety website. It supersedes H&S policy statement S7/99.

3.3 KI mentioned S3/21- health, safety & environmental incident reporting and investigation is active on the University safety website. It supersedes H&S policy statement S1/14. Replacing the paper base system to online reporting (incident reporting and investigation system) (IRIS)). To encourage staff, visitors, and students to report any type of near misses, e.g. falling of ceiling tiles even if no one got insured. But had the potential to result in ill health, injury, or damage to persons or the environment.



4. New University Memorandums:

KI stated new University memo MS-21- first aid at work (FAW) training for University staff. This come about from University survey where staff have asked for on-site first aid training rather than external training site. It's a 3 day course, training provider is Oxford College of First Aid, location is School of Geography and the environment (Dyson Perrins building), date 13th/14th/15th April 2021 and the cost is £300 per person. Which will be charged to the department. KI mentioned he can organise an on-site FAW training using meeting rooms 1-3 (maximum of 12 delegates) in the BioEscalator as tenants cannot be trained via University course. This will be recharged to the companies, we will need minimum of 6 delegates to take part. MH asked if the FAW can be condensed down to less than 3 days. KI to look into it and report back.

NS and JW mentioned they both completed a course on mental health and wellbeing which they recommend for others. It's not mandatory but worth doing. NS and JW can provide training provider which they used if anyone is interested.

KI stated the WhatsApp first aider group is now setup. This group will be there to provide support to other first aiders if they need it. MH asked if we can add everyone in the group which KI said it was not a good idea and also hard to manage. MH said maybe we add one person from each company but it was decided to see how the WhatsApp group works out and then make adjustments if it doesn't serve the purpose.

Action:

KI to organise on-site FAW training course. KI to find out if you can do FAW course less than 3 days.

5. Training course- Hilary term.

KI mentioned the training course for Hilary term is now on the University safety website. See the following link: <https://www.ox.ac.uk/training-a-z>. Fire warden theory and practical training now be available next term Trinity (after Easter holiday) as we missed the Hilary term if anyone interested.

6. No smoking on Old Road Campus (ORC)

KI stated ORC is a no smoking zone, at the back of Innovation building i.e. garden area there is a no smoking sign which have been ignore. Estates team have been clearing away cigarette ends from the floor (quite a lot of it) on a regular basis. This is not a good practise and also a fire hazard. KI mentioned if one needs to smoke its best to use the designated area which is the raised grass area adjacent to triangle nursery and behind the new Richard building (white building), where there is a cigarette bin.

7. Fire drill

KI confirmed Hilary term fire drill will take place on the 31st March 2021 at 10am, each fire marshal should sweep their area for clearance and report to the person at the fire control panel on the ground floor (i.e. the building manager). KI mentioned we do not do head count at the fire assembly point. Everyone should evacuate the building once they hear the fire alarm via the nearest fire exit as quickly as possible and head to the fire assembly point which is on the footpath adjacent to the triangle nursery.

8. Phlebotomy room

KI mentioned the BioEscalator doesn't have a phlebotomy room. But, was checking if anyone have been using the phlebotomy room in ORCRB (green building) and also if they



had ethics and consent form in place and also the person taking blood is trained in phlebotomy. KI said if the tenants want use the ORCRB phlebotomy room they must contact Katie Morrison from oncology department for approval and once approved, they can book the room via building receptionist.

9. DSE assessment – working from home

KI reminded committee that display screen equipment (DSE) risk assessment must be carried for those working from home. The University has an on-line DSE home working self-assessment form to be completed by the University staff. The assessment covers setting up and using DSE. NS mentioned they have DSE risk assessment form in place for any new starter who is working from home. Also a reminder to report any incident/accident at home during working hours.

10. Review of accident / incident report

Committee was made aware of three accident / incident since the last meeting (11/09/020).

11. Any other business

None.

13. Date and venue of next meeting

TBC in Trinity term (Oct-Dec) 2021 via MS teams.