

MINUTES

BioEscalator Operations Meeting
Wednesday 4th March 2020, 12:00-1:00pm
Meeting room 1/2 at the BioEscalator Innovation Building

1. Building Information

Building work to commence behind the Innovation building beginning 2nd March – 12th April and may affect the BioE in terms of noise.

2. BioEscalator Labs

- Tenants would like to be sent any risk assessment/ COSHH forms from companies in communal areas that may affect others working in shared labs.
- Tenants must rinse out all glassware before sending it to be washed to prevent foaming. Lab washers will be out of order until tomorrow (5th March 2020).
- Specialist waste must be tagged with the EWC code and relevant company name or will not be taken.
- Tenants who would like to use the autoclave out of hours and are unsure of how to use them should see Bushra or Khwaja.
- Cardboard boxes should be flat packed and placed on top of lockers or directly to the waste room. Dry ice boxes in freezer room should be taken to the general waste room after use rather than in the blue box. 2-3 may be kept in there for transporting samples between labs.
- Companies to elect one other person to be added to the Lab Managers mail list so companies are aware when emergencies occur e.g. spillages.

3. Health and Safety

- The BioE is looking at precautions the building should take in relation to COVID-19. MOA are using an off-site storage called Luker Bros with a month's worth of stock in preparation of issues with suppliers. Companies should have their own guidelines for staff regarding the virus. Disinfectant gel is to be placed outside the toilets and across the corridors and will have at least 60% alcohol. Disposable, single use, cleaning and drying supplies were suggested to be used in the kitchens as opposed to tea towels. Arrangements are being made with cleaners to wipe down daily door handles, handrails and other areas that are frequently touched.
- Each company occupying their own space should have at least two fire marshals- See Khwaja to attend training provided by the University. All companies are to send an updated document with names of all first aiders and fire marshals to a member of the BioEscalator team. Nucleome to appoint a fire marshal. First aid training can be booked via St Johns Ambulance or The Red Cross.
- Concern was raised regarding alarms in the freezer room as people cannot be seen around the corner. A rounded mirror was suggested so tenants do not have to enter the room to see whether anyone is in the room during the alarm.

The next BioEscalator Operations Meeting is **Wednesday 6th May 2020, 12:00-13:00.**

4. BioEscalator Events

- Events can all be found on the BioEscalator Wiki page and are updated regularly.
- Sunday 8th March is International Women's Day; Elodie would like to take a picture of as many women as possible at lunchtime on Friday 6th March in the hub area- please attend if you would like to participate.

5. House Keeping

- Claire to check if cleaners have been picking up upstairs dishes and putting them in the dishwasher.
- General waste bins will be put outside the toilets to prevent sanitary bins being used inappropriately.

6. Any other business

- A suggestion was made to have a permanent conference phone in each meeting room to prevent the set-up cutting into meeting time. Claire to look into this.

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