

MINUTES

BioEscalator Operations Meeting
Wednesday 6 May 2020, 12:00-1:00pm
MS Teams – Online Meeting

1. Minutes from previous meeting discussed

- It was agreed at the last meeting that risk assessments/COSHH forms from companies doing procedures in the shared facilities would be sent to Khwaja in advance for circulation to other users. Please ensure this is done and contact Khwaja directly if you have any queries.
- Glasswashers have been serviced and all glassware should be rinsed prior to being loaded. More salt is to be ordered for the glasswasher by Khwaja.
- Mirror for the freezer room will be looked into and implemented at an appropriate time. If the oxygen alarms sound in that room, it should be evacuated until the levels have stabilised to 21%. Decanting must be done with at least two people.
- A conference phone will be added to all meeting rooms when the time is suitable to do so.

2. Building Information

- There are currently road closures opposite the BioEscalator towards the NDM building.
- There is a new assembly point for evacuation procedures outside the car park for this week only (4-11 May) while the road is closed.
- Changes to fire marshals and evacuation procedures will be emailed to tenants, should they occur.
- Cleaners have been collecting all dirty crockery for dishwashing as per usual; Claire thanks tenants for the cleanliness of the building.
- General waste was not being collected in MOA lab 696.20.17, this has been flagged with the cleaning contractor and will be resolved in due time.
- Khwaja requested that tenants do not use yellow specialist waste bins for packaging and non-contaminated waste. A general waste bin will be added to the freezer room. Polystyrene boxes from the freezer room should be taken directly to the waste room on the ground floor, behind the car park.
- University security are now back on site with support from an external company. This is because of increased risk posed by Covid-19 work. All tenants should have the numbers for security services. There is a possibility that the atrium to the building will be locked and controlled by card access only. Tenants who use Oxwash for laundry can arrange to have pick up and drop off in the distribution centre.
- Car park can be used as it is until further notice.

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3. BioEscalator Labs

TC/shared lab housekeeping

- Specialist waste tags must be tagged with the EWC and bags and bins should be placed directly into the specialist waste room. If you do not have access please send your card number and name to Khwaja via email and he will arrange access for you.
- If the autoclaves break down again, use of Novo Nordisk facilities may be possible by prior arrangement with Khwaja.
- Tenants must book equipment before using it to ensure smooth operations. If equipment is being used when not booked, that person will be asked to clear their workspace for the person who has booked the space. Calpendo bookings can now be edited and shortened during the booking.
- Tidiness must be maintained within the labs and everyone must clean up after themselves. There is a list of housekeeping rules that must be signed by tenants in the TC room to confirm they understand the rules and procedures they must follow. Please read this document and as well as the risk assessments if you are in the TC lab and sign it promptly.
- The middle safety hood will now be blocked out and a maximum of two people can work in the TC lab henceforth. This is to comply with social distancing.
- All tenants must be inducted on using the TC room, if they require additional information they can contact Khwaja or Bushra for a Zoom training call.
- Waste bags must not be left behind the door in the TC lab, instead they should be taken directly to the services lab and autoclaved.
- All autoclavable waste should be labelled with the company name or room it came from e.g. TC room.
- Tenants should coordinate between themselves how to use the autoclaves efficiently. A log book can be introduced for the use of the autoclaves if necessary.
- Lab coats must be sent for washing if new ones are to be used. Door hook should not be piled up with dirty lab coats.
- The use of masks is currently up to individual companies however this could change as per government ruling.

4. Health and Safety

- New companies should appoint a fire marshal when starting at the BioEscalator.
- Training on fire safety is currently not being delivered by the University however, tenants can source their own training via the internet.
- When first aid boxes need restocking, please email Khwaja with the location of the first aid box so that this can be arranged.
- After 1st June 2020 all accident/ incident reporting will be digital for the University.

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- Social distancing measures are still being discussed by the university and will be further implemented in future.

5. BioEscalator Events

Pitch competition

- Elodie has been arranging the pitch competition final for Friday 15 May 2020. The last pitch competition received positive feedback.
- All BioEscalator events are going to be online in the coming months until it is appropriate to lift this.
- Any suggestions for online events should be e-mailed to Elodie.

6. House Keeping

- Yellow bags should not be left in corridors, instead taken directly to the specialist waste room.
- A stricter policy on autoclaving was suggested as tenants are not emptying the autoclaves promptly. It was agreed that users should leave a note with name and company on the autoclave if they won't be around to dispose of the waste or remove the items.
- Calpendo bookings were suggested for the use of the autoclaves however tenants expressed this as unfavourable in order to maintain flexibility.
- Special thanks to Sebastian, Jorge and Kevin who have been handling deliveries. Please note, deliveries should be sent to the distribution centre during its opening hours (currently 9am-3pm).

7. Any other business

- BioEscalator website – if tenants would like their own page on our website, they should email Elodie.
- The BioEscalator reception team must be made aware of new starters as early as possible (at least 2 weeks in advance of start date) to set them up on our systems and to arrange card and Wifi access. Temporary cards are currently used for new starters as the University card office is closed. Companies with spare cards can return them by handing them to Claire or Pete or alternatively sliding them under the door of the BioE office. Please do not leave the cards on the desk at reception.
- Socials will be held online after the Pitch Competition has ended. Any suggestions should be sent to Elodie.
- WhatsApp groups should be used for informal queries only and any bigger issues regarding the use of shared facilities or building should be raised via email and sent directly to Khwaja, Claire and Bushra. The WhatsApp group must be kept professional. Concern was expressed that email is not as fast as the WhatsApp group when dealing with building issues, so discretion needs to be exercised when using WhatsApp.

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