



Minutes

**4th BioEscalator Safety Advisory Committee Meeting
held on Friday 11th September 2020, @10:00hrs, MS Teams**

Present:

Khwaja Islam (KI) (Chair), BioEscalator Health and Safety Officer
Claire Shingler (CS), Business Manager, BioEscalator
Graham Ross (GR), University Divisional Safety Officer
Smita Gunnoo (SG), Senior Scientist, Pepgen
Ashling Holland (AH), Senior Scientist, Pepgen
Priscila Hirschfeld (PH), Senior Scientist, Nucleome Therapeutics
Sara De Ornellas (SO), Senior Scientist, Nucleome Therapeutics
Janine Woods (JW), Executive Assistant/Office Manager, Nucleome Therapeutics
Atherton Mutombwera (AM), Hutano Diagnostic Ltd
Kevin Maskell (KM), Bioarchitech
Estefani Lencer (EL), Laboratory Manager, MoA Technology
Natalie Speer (NS), basegenomics
John Hinks (JH), Laboratory Manager, Basegenomics
Frances Willenbrock (FW), Laboratory Manager, Ochre-bio
Emma Plastow (EW), Laboratory Manager, Enarabio

1. Apologies

Matt Hayman (MH), Laboratory Manager, Theolytics
Chris Willberg (CH), Senior Scientist, Medimabbio
Cathy Gouveia (SH), Health and Safety Officer, 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.

2.2. Minutes of the last meeting were accepted.

3. Introduction of new members

New members EW, FW, JH, NS & JW were introduced and welcomed onto the committee.

4. Online Incident reporting and investigation system

KI stated from 1st of June 2020 the University will be moving to an online incident reporting and investigation system (IRIS) which will allow for a swift, managed response to any health and safety or environmental incidents, allowing the University to comply with its legal and moral requirements to its staff, students and visitors. All accidents, incidents and near misses must be reported on IRIS using your University SSO login details and which can be accessed 24/7.



5. University face covering policy

KI stated from the 7th September 2020 staff, students, visitors, and contractors required to wear face covering in line with the University face covering policy. CL has sent email to all tenants on 3rd September 2020 to inform them of the new policy. The full University policy is available at <https://www.ox.ac.uk/coronavirus/health/face-coverings>. The BioEscalator will provide face covering for the tenants for the shared areas such as reception, kitchen, hub, meeting rooms and shared research labs etc. Face visor/shield alone are not a suitable alternative to face covering as they are less effective for the purpose of reducing transmission risk to others. Social distancing at 2m remains a key feature of the hygiene and safety measures that the BioEscalator has in place. Face coverings are not a substitute for this and other hygiene and safety measures already in place at the BioEscalator.

6. University health & safety training

Michaelmas term University training see the following link: <https://www.ox.ac.uk/training-a-z>.

7. Temporary fire assembly point

KI mentioned temporary fire assembly point behind the bus stop on Roosevelt drive until 31st December 2020 due to the current external works on the Kennedy Building. This will be reviewed in January 2021. CL has emailed all to inform the tenants of the change on 7th September 2020. It was agreed by the committee to organise a fire drill in the coming months as the last fire drill took place 10th March 2020 before the national lockdown. KI to contact building manager to organise a fire drill.

Action:

KI to email Georgina (building manager) to organise a fire drill ASAP.

8. Training course

i) Fire warden (fire safety & fire practical)

KI mentioned tenants have been asked about fire warden training and if they can attend the University fire warden training. KI contacted Stephen Emery University fire office who will arrange online MS teams training asap but asked Abbot fire group if they can do some practical extinguisher training at the same time, whilst social distancing and he is awaiting for their reply. Practical normally takes place at University Park in town and green area of old road campus.

ii) Compressed & cryogenic gases safety training

KI mentioned tenants have asked about compressed & cryogenic gases safety training and if the BioEscalator would organise it again. KI said it is important for tenants to have a refresher training as they have been away for some time and are now starting to return to use equipment. CL stated there is money for safety training and KI to contact PGS training provider regarding gases safety training for the BioEscalator tenants.

Action:

KI to contact PGS training provider regarding compressed & cryogenic gases safety training.

9. Review of accident / incident report

Committee was made aware of three accident / incident since the last meeting.



10. Any other business

SG asked about contact details for first aid at work providers. KI used British Red Cross and there is also St John ambulance.

Action:

KI to email SG, PH and JW contact details for first aid at work providers.

13. Date and venue of next meeting

February 2021 via MS teams.