



Minutes

2nd BioEscalator Safety Advisory Committee Meeting

Held on Monday 13th May 2019, 2:00pm - 3:15pm, Meeting room 1 & 2, BioEscalator Innovation building

Present:

Khwaja Islam (KI) (Chair), BioEscalator Health and Safety Officer
Graham Ross (GR), University Divisional Safety Officer
Shuji Hachisu (SH), Chief Technical Officer, MoA Technology
Estefani Lencer (EL), Laboratory Manager, MoA Technology
Ash Hale (AH), Laboratory Manager, Macrophox
John Sinclair (JS), Crysalin
Atherton Mutombwera (AM), Hutano Diagnostic Ltd
Amarjit Bhomra (AB), Laboratory Manager, PepGen

Minute Taker:

Bushra Nawaz (BN), Apprentice Laboratory Technician, BioEscalator

1. Apologies

Claire Shingler (CS), Business Manager, BioEscalator
Matt Hayman (MH), Laboratory Manager, Theolytics
Chris Paluch (CP), Senior Scientist, Mirobio
Duncan Howie (DH), Laboratory Manager, Ervaxx

2. Minutes of last meeting

2.1 KI spoke about whether tenants need to do an Evac chair training as the building manager and BioEscalator team have been trained on the Evac chair. He mentioned the Evac chair training sessions take place once a month via the building manager and GR said he was happy to do longer sessions with tenants if they found it necessary. If there was a need by tenants for the Evac chair training they will contact KI to organise training.

2.2 GR apologises for not organising in-house cryogenic training for the tenants but KI mentioned it will be covered in today's meeting under section 6.C.

2.3 EL asked about the enquiry regarding in-house training for chemical safety and burns. GR apologised for his delay in enquiring but said he will look into it ASAP.

2.4 Minutes of the last meeting were accepted.

Actions:

Tenants to email KI if they would like to attend Evac Chair training.
GR to enquire about in-house training for chemical safety and burns inspection.
GR to contact Caroline from OH regarding payable service for external organisations.

3. Introduction of new members

New members AM & JS & AB were introduced and welcomed onto the committee.

4. University H&S policy statements

KI confirmed that he has uploaded revised University manual handling policy 2019 to the BioEscalator Wiki for information for the tenants. However AH and EL said they had difficulty locating it. KI said he would email a link to everyone with these policies attached.



GR reminded everyone this policy can be used to as guide to carry out risk assessment for manual handling operations of heavy and awkward loads within their own organisation. He also mentioned risk assessments should definitely be written for loads that are heavy and may have sharp edges as these carry greater risk of injury. In general, University policies can be used as guide for risk assessments by the tenants. GR said he would be happy to give unofficial advice to tenants on how they carry out H&S processes or risk assessments. For tenants in the innovation labs KI said he would be happy to do a talk-through regarding all SOPs and Risk assessments.

Actions:

KI to email everyone the BioEscalator wiki link. Tenants to ensure they are up to date on their risk assessments.

5. University H&S memorandums

- a) KI mentioned there was a University memo on Fire Marshalls – M2/19 which covers fire evacuation procedures for University buildings to make sure there are sufficient number of fire Marshalls to ‘sweep’ a building during an evacuation. KI praised everyone on the fast evacuation of the building during the fire drill. He also said all communal areas and shared labs would be checked by the BioEscalator on the ground floor and tenants are responsible for their own spaces. It was also mentioned that all companies should have a minimum of two fire Marshalls in case of the absence of one. When areas have been checked during a fire drill, fire marshals should report back to KI, who will be at the main entrance of the building, by saying ‘(company name) is cleared’, to avoid confusion do not say the room numbers. EL and AH expressed that they felt the fire safety training course provided by the University was not as informative as it could be and GR said he would look into this. KI also said tenants are welcome to attend fire safety courses given by external providers if they wish.

- b) KI mentioned there was a University memo on use, storage, and disposal of batteries – M3/19 due to the fire incident in late 2018 which occurred at the ROQ, Primary health care building and the investigation identified most likely cause of this incident was a lithium ion battery inside a Fitbit device. This memo informs end users of how to store, dispose and use batteries. It will also mentions use of battery towers should be phased out as their use can encourage individuals to mix different types of batteries and prevent regular disposal. GR advised tenants to buy batteries from reputable and reliable sources to avoid them combusting or damaging equipment. He also said when disposing of lithium batteries, tape the terminals to avoid short circuits and all button batteries should be covered to avoid contact between terminals. EL requested for a battery recycling box to be put on the first floor so they could dispose of batteries more efficiently. KI advised battery recycling box will be collected quarterly by select via FM estates. GR advised everyone to organise their batteries based on their chemistry and stored in either separate bags or plastic containers and if in doubt, see KI for advice. Everyone was advised to not dispose of batteries from home at work.

Action & notes:

KI to order another recycling battery box for the first floor via FM estates.

6. Training course

- a) Safe storage of hazardous materials:



Representative from Asecos (Les Day) to come and give training on storage of hazardous materials including but not limited to flammables and lithium batteries. KI said he would create a poll on doodle to determine the date for this training course. It will be held sometime between the end of May and mid-June. GR advised everyone to look at the regulations regarding the max capacity of flammables you can store in one cabinet.

- b) Fire Marshalls Training - University Safety Office:
The dates for the next fire safety training & fire practical course are Monday 20th of May and Monday 3rd of June 2019 at the Wolfson seminar room in Chemistry research laboratory at 11am until 1pm. Tenants to email KI should they wish to attend.
- c) Compressed gas safety and safe use of cryogenic liquid training:
A representative from Air Liquide to do a day session demonstrating how to decant liquid nitrogen safely (practical 1 hour) and compressed & cryogenics gas user module (presentation 5 hour). After completing the course one will receive a certification (gas safety passport card valid for 3 years). GR said he would also be happy to provide extra training on this should anyone need it. Tenants to contact KI if they would like to attend.

Action:

Tenants to participant in the doodle poll sent around via email regarding the safe storage of hazardous material.

Tenants to email KI if they would like to attend the University fire safety training.

KI to give dates regarding the training with Air Liquide and tenants to contact KI if they wish to attend.

7. Use of WEEE Bin

Waste Electrical and Electronic Equipment (WEE) Bin has been placed in specialist waste room (696.10.02). When tenants need to dispose of electrical equipment they should use this bin. There is also paperwork attached to the bin that must be filled out before placing your items into the bin. If electrical equipment from the lab is being disposed of, it must be decontaminated first and decontamination certificate should attached to the clip board as evidence.

Action:

KI to send a list around to tenants highlighting what can and cannot be placed in the bin.

8. EWC Code-Clinical Waste Disposal System

Barbican Logistics (licenced waste contractor) have requested to know the European waste code (EWC) of clinical waste they collect from the BioEscalator. The coding system classifies and describes the type of waste. Tenants should write their EWC code on the blank side of their company specific waste security yellow tags. KI warns tenants that waste cannot be taken in the absence of a EWC code.

9. Review of Accident/ Incident Report

Committee was made aware of one incident since the last meeting.

GR reminded everyone to ensure they are filling out their accident/incident report books and if there are any repeated accidents, mitigate the hazard (if possible). When accidents occur within tenants private lab space it should be recorded in their own accident/incident book as



opposed to the BioEscalator one. KI requested to be informed of accidents that occur within the tenanted space (lab or office). EL expressed that it wouldn't be necessary to inform KI of minor accident such as paper cuts and majority of committee members agreed. Accidents that occur in the communal areas and shared facilities i.e. core lab facilities of the BioEscalator are to be recorded in the BioEscalator Accident/report book. Tenants suggested to report minor injuries annually to KI when asked.

10. Any other business

GR has spoken to Occupational Health and they are willing to give advice/ screenings for companies in the BioEscalator. Tenants are also welcome to use external services. EL and SH mentioned that they were not eligible to receive a screening from Occupational Health and GR said he would double check the eligibility criteria with them and email KI to confirm whether companies can use this service. GR also said he would look into similar external providers that tenants can use.

KI mentioned they are working with Novo Nordisk for storage of hazardous waste chemicals in the specialist waste room for the Innovation building. Once everything is arranged he will inform the tenants of the procedure.

11. Date and venue of next meeting

Date to be confirmed but tenants agreed to hold it in September 2019. Venue will be BioEscalator meeting rooms. KI to send calendar invite when date has been confirmed.