



Minutes

**6th BioEscalator Safety Advisory Committee Meeting
Held on Tuesday 23rd November 2021, @10:00hrs, MS Teams**

Present:

Khwaja Islam (KI) (Chair), Health and Safety Officer, BioEscalator
Claire Shingler (CS), Business Manager, BioEscalator
Graham Ross (GR), University Divisional Safety Officer
Ashling Holland (AH), Senior Scientist, Pepgen
Paul Brackstone (PB), Laboratory Manager, Nucleome Therapeutics
Kevin Maskell (KM), Chief Scientific Officer, Bioarchitech
Robert Learney (RL), Chief Scientific Officer, Accunea
Tim Davies (TD), Senior Scientist, OxVax
Amanda Woon (AW), Head of Research, Exogene
Laure Magnan (LM), Chief Scientific Officer, Oxford Silk Phage Technologies

1. Apologies:

Smita Gunnoo (SG), Senior Scientist, Pepgen
Frankie Flintoft-Burt (FFB), Laboratory Manager, Ochre-bio
Atherton Mutombwera (AM), Hutano Diagnostic
Chris Willberg (CH), Senior Scientist, Medimabbio
Owen Baker (OB), Apprentice Laboratory Technician, BioEscalator
Samir Chitnavis (SC), Chief Scientific Officer, Cyanocapture
Lily Wang (LW), Senior Scientist, Singular bio

2. Introduction:

Everyone introduced themselves to the committee, as there has been new members to the committee.

3. Minutes of last meeting:

Minutes of the last meeting were accepted (26 March 2021).

4. Matters arising:

Action point	Description	Assigned to	Deadline	Progress
AP1	GR to discuss with Les Wright (Director of health & safety) if there is any way he can provide training for the BioEscalator tenants in introduction to biological safety and transportation of biological goods.	GR	Feb 2022	On-going
AP2	KI to ask Select if they would be able to provide training to tenants in chemical spillage.	KI	23 Dec 2021	On-going

5. New University H&S Policy statements:

There were no new policy statements to report by KI.

6. New University Memorandums:

i. KI stated memo M4-21- Information on safe use of autoclaves as result of autoclave incident resulting in release of biological waste not fully decontaminated (i.e. waste was not held at the correct temperature for sufficient time to achieve sterilisation). The engineer had changed the cycle conditions for servicing; these were not returned to the correct settings afterwards and therefore did not indicate a failure. This was not noticed for a number of



days, fortunately all the waste was from low risk class 1 / hazard group 1 work. This was spotted due to the cycle printouts not being as long as normal. It is a legal requirement to inactivate biological waste prior to disposal. Autoclave require regular examination and testing as well as annual 12-month validations, data loggers (either printout or digital) must be checked and stored.

ii. GR mentioned new memo M5-21-Hand-Arm-Vibration. Involves use of hand-held power tools such as grinders, drills, sanders, chainsaws, and trimmers as well as less obvious lab equipment such as hand-held vortex machines. If anyone who is exposed to hand-arm vibration, they must undertake a risk assessment.

iii. KI mentioned memo M6-21 Health and safety training programme for the Michaelmas term 2021- <http://www.admin.ox.ac.uk/safety/safetytraining/>, only for University staff.

iv. GR mentioned there is updated sharps bite and splash poster which is on the notice board on the ground floor. The only change is the new OHS phone number.

7. Training course- Michaelmas Term 2021:

Fire warden (webinar) and practical training already took place this term 19-20th October 2021. The course is very popular and will be available next Hilary Term if anyone interested. Once KI receives confirmation of date and time of the training in the new term will email tenants ASAP. This course is free for the BioEscalator tenants.

8. Fire drill:

KI confirmed fire drill taken place on 26th August 2021, which was unplanned. The next fire drill will take place in Hilary term. GR reminded the committee that new fire policy states fire drill must take place termly i.e. 3 times year instead of once a year.

9. PPE:

KI mentioned if anyone has problem with fogging of safety glasses when wearing face covering. If so, this can be prevented by using anti-fog spray or double sided dress tape. There was local incident in WHG where a student performing nucleic acid preps, suffered a chemical splash to the eye while pipetting. All PPE worn (lab coat, gloves, eye protection and face covering) but the student was peering over the top of their glasses, which had been pulled away from their eyes to help reduce fogging. PB mentioned in their lab they wear face visor with safety glasses. GR stated that safety glasses are mandatory whilst working in a containment laboratory, regardless of whether wearing a face covering (to help reduce COVID transmission). Therefore, if you cannot wear both it is the face covering that stays in your pocket.

10. Review of accident/incident report:

Committee was made aware of four accidents since the last meeting (26 March 2021).

11. Any other business:

PB asked regarding HTA licence whether the cryogenic storage is monitored by TSCAN system and the procedure for call out. KI explained it was monitored 24/7 by TSCAN and CL & KI are the main key holders and would receive an email, text and phone call in an emergency situation. There is a list for emergency contact numbers on the cryogenic tank and the owners of the samples may be called out if required in an emergency.

12. Date and venue of next meeting:

TBC in Hilary term 2021 via MS teams.