

## Wellcome Centre for Human Genetics

### Group Reps Meeting

21<sup>st</sup> November 2019 – 13.30 Meeting room K



Facilities	Berta Dominguez, Ling Jinks, Kevin Biggs	HTG	<i>Not Present</i>
BMS	<i>Not Present</i>	IT	<i>Not Present</i>
BRC	<i>Pam Kaisaki</i>	Knight	Giuseppe Scozzafava
Cellular Imaging	<i>Not Present</i>	Kwiatkowski	Anna Jeffreys
Chapman	<i>Not Present</i>	Jenner	Alicia Ishuarbhai
Cornall	<i>Not Present</i>	Leedham	Hayley Davis
CV Med	James Brown	Church / Lewis	Matthew Brown
Dendrou	<i>Not Present</i>	Myers	<i>Not Present</i>
DIL	<i>Not Present</i>	O'Callaghan	<i>Not Present</i>
Donnelly / Roscomb	<i>Not Present</i>	Screaton	Alison Cowper
Gloyn, McCarthy	<i>Not Present</i>	Strubi	Margaret Jones
Green	Daniela Moralli	Transgenics	<i>Not Present</i>
Hill	<i>Not Present</i>	BSG	<i>Not Present</i>
Admin	<i>Not Present</i>	Health & Safety	Mike Challen
Facility Flow Cytometry	<i>Not Present</i>	RRB	<i>Not Present</i>
Public Engagement	Brian Mackenwells	Ternette	<i>Not Present</i>
RBR	Rachael Bashford- Rogers		

#### 1. Actions from Previous Minutes

Action Point 1; MRI freezer morgue completion now scheduled for 16<sup>th</sup> Dec

Action Point 2; DF Williams have confirmed that lab cleaning is scheduled to start at 17:20

See previous minutes

#### 2. WHG reactive and proactive works

MRI freezer morgue will accommodate freezers from off-site storage and there is currently a waiting list for further freezer space. The freezers installed will not be on the BMS system, but individual monitoring can be set up. Each freezer will have its own electrical circuit and cost evaluation can be obtained.

Planned electrical shutdown dates have been advised, please email Ling with any issues that were not covered during the meetings

The CCTV for all the HW buildings is currently being updated to a digital system.

### **3. Laboratory Topics**

Stocks of dispo jars are running low, please use sparingly. Alternative suppliers are being sought. Please consider the items that are being placed in the dispo jars they are not for paper wipes and gloves.

Due to high humidity levels in cold rooms causing chillers to ice up, we are proposing to install heavy duty plastic curtains on all cold rooms to reduce this issue.

### **4. Health and Safety**

Health and Safety inspections (2019) are nearly completed. Previous inspection reports are available on the H&S intranet, these should be reviewed, and actions completed in a timely fashion.

Self Assessment forms should be returned prior to the forthcoming inspection.

Observations from earlier inspections

– Reminder that no food, drink or medications should be brought into or stored in the lab; including write up areas.

– Chemical Fume Cupboards:

Waste is accumulating in some chemical fume cupboards, this should be avoided as they are designed to protect people working with hazardous substances, not waste storage.

Loose paper towels should not be left in chemical fume hoods (or class-2 cabinets), as there is a possibility for them to be sucked into the exhaust. This is was the cause of a significant fire at another University.

Some accumulated waste is mixed (glassware, plasticware, tissues, gloves). Mixed waste is not accepted by the Safety Office HazWaste team, and will not be collected by Lab Support.

– Cryostore 104A: Evidence of very poor house-keeping; paper towels on floor, used lab coats laying on extract system (both of which can block the low level vents), sample tubes discarded on the floor.

Chemical Waste & Dispojars – Please do not place waste containing Chloroform in dispo jars, which become badly deformed by the solvent. We are currently trialling alternative secondary containers.

Biological Incident – Clinical waste yellow bag was punctured causing contents (blood) to spill over floor of waste cupboard. Please be careful to not place sharp objects in the bags and do not overfill.

Call for Annual Biological Safety Returns will be made soon, and will also address Safety Memo M5/19; regarding devices fitted with 'safety critical' HEPAire filters. Statutory tests must be undertaken on an annual basis, or units replaced. Class II biosafety cabinets are addressed by annual servicing but other apparatus may contain these filters (e.g. FACS).

DSE assessment training was postponed but will be rearranged for the New Year.

Reminder that risk assessment is usually required when travelling for business purposes, and is a component of the University travel insurance scheme; especially relevant to high risk destinations flagged by FCO, and in a recent example, Hong Kong protests.

WHG Health and Safety Committee will sit next month. Please let Mike know if you have items that would like discussed.

## **5. Stores/goods in**

Please do not plan any deliveries for Thursday 5<sup>th</sup> Dec, stores will be closed due to electrical shutdown

Please do not address personal packages to stores. Also, let the stores staff know details if you are expecting an item ordered on a company credit card. It saves a lot of time in not trying to find a purchase order to match it to.

Fed-Ex are sometimes charging for goods brought in from the US, these need to be invoiced correctly.

## **6. Glass-wash**

There will be no autoclave or glass washing on 5<sup>th</sup> December due to electrical shutdown.

Due to broken glass continuing to be left on the glassware collection trollies, and staff having suffered cuts, trollies will no longer be collected if broken glass is present.

## **7. Public engagement**

The science based artwork from around the centre is currently on loan to St.Birinus School and will be returned at the end of January.

The centre has requested that all PI's submit Public Engagement data and also think about future opportunities

There is a training opportunity for podcasting using the Medical Sciences divisional site on the 27<sup>th</sup> November.

General public engagement training session 3<sup>rd</sup> December

Policy engagement session for researchers wishing to influence policy will be taking place on the 28<sup>th</sup> November.

## **8. Cleaning**

DF Williams start the evening lab cleaning at 17:20.

## **9. Waste, Recycling and Sustainability**

Question was asked whether it would be possible to place food waste bins in the kitchens?

Eppendorf are currently doing a study on the effects of samples stored at various temperatures in freezers down to -80. It was queried whether the freezers are more energy efficient at higher temperatures; say -70, and how the longevity of the freezer compressor is affected.

## **10. AOB**

Meetings will be re-schedule to Wednesdays at 2 p.m.

Various construction works will be taking place around The Old Road Campus in the coming months; changes to Richard Doll building reception and rooftop extension to The Kennedy

Building. The latter will require the access road between the green building and the Kennedy to be closed so traffic will need to be diverted around the BDI

Centre Christmas party 13<sup>th</sup> December.

Can group heads ask for volunteers to attend the reps meeting please.

**11. Actions from meeting**

	<b>Action point</b>	<b>Staff member</b>	<b>Updates/completion</b>
1	Food kitchen bins	Berta	TBC
2			
3			
4			

**NEXT MEETING – January 2020**