

**DCF SAFETY MONTHLY MEETING  
AGENDA  
10<sup>th</sup> October 2013 10:00-11:00  
Meeting Room 1**

Agenda Topic		Time Allowance	Lead
<b>1</b>	Welcome & Apologies	5 mins	SMP
<b>2</b>	Minutes & Matters Arising	10 mins	SMP
<b>3</b>	Radiation Protection	8 mins	RPS / RPA
<b>4</b>	Laboratory Safety	8 mins	RE
<b>5</b>	General Safety	8 mins	AKJ / MW
5.1	<i>Accidents, Incidents &amp; Near-Misses</i>		AKJ/ MW
<b>6</b>	Health & Safety Training	8 mins	AKJ / MW
<b>7</b>	Communications with Regulators	8 mins	AK / KW
<b>8</b>	AOB & Date of Next Meeting	5 mins	SMP

**Attendees:**

Simon Pimblott (SMP) – Chair  
Amanda Kenway-Jackson (AKJ)  
Kevin Warren (KW)  
Vicky Irving (VI)  
Ruth Edge (RE)  
Rebecca Shepherd (RS)  
Adrian Parker (AP)\*  
Kan-Cheung Cheung (KCC)  
Andy Smith (ADS)  
Mark White (MW)

**Apologies:** Rob Derbyshire (RD)

*\*Denotes via teleconference or videoconference*

**DCF IP address for use with Video Conference: 130.88.33.96  
Teleconference dial in details: 08444 737 373, Enter PIN 724540**

## Dalton Cumbrian Facility (DCF) Safety Monthly Meeting

10 October 2013 10:00-11:00

DCF Meeting Room 1

### Minutes of Meeting

#### Present:

Amanda Kenway-Jackson (AKJ) - Chair  
 Andy Smith (ADS)  
 Ruth Edge (RE)  
 Rebecca Shepherd (RS)  
 Mark White (MW)  
 Vicky Irving (VI)  
 Adrian Parker (AP)  
 Kevin Warren (KW)

#### Apologies:

Dave Allyson (DA)  
 Rob Derbyshire (RD)  
 Simon Pimblott (SMP)  
 Kan-cheung Cheung (KCC)  
 Sven Koehler (SK)

## 1 Welcome & Apologies

AKJ welcomed everyone to the meeting. Apologies were received from DA, RD, SMP, KCC & SK.

## 2 Minutes & Matters Arising

A review of previous minutes and outstanding actions took place. It was agreed that these were a true representation.

<b>2803-009</b>	KW to check with STDU for PTW training courses. 17-09-2013 Action transferred to MW.	<b>ONGOING</b> – MW looking at adapting the UoM PTW system for DCF. Once this is complete, bespoke training will be carried out by MW.
<b>2013-0808-S-04</b>	RE to send the email trail regarding the Radiation Safety Unit being unable to visit DCF to AP.	<b>ONGOING</b> – Need to check with SMP whether this is acceptable.
<b>2013-0808-S-07</b>	KCC to complete accelerator project registration documentation and send to Radiation Safety Unit.	<b>CLOSED</b> – Transferred to Accelerator meeting.
<b>2013-0808-S-14</b>	KCC & ADS to draft a near miss report for chiller condensation, AKJ & SMP to review.	<b>CLOSED</b> – A second event now occurred with condensation forming, first event needs to be logged before second event. AKJ to facilitate internal reporting. Action transferred to Accelerator meeting.
<b>2013-0808-S-15</b>	VI & MW to have conversation with Janet Makin re: MW providing annual first aid refresher training.	<b>CLOSED</b> – MW met with Janet Makin on 18 <sup>th</sup> Sept who was happy for MW to carry out training at DCF using her training materials. MW meeting again with Janet on 1 <sup>st</sup> Nov to finalise arrangements.
<b>2013-0808-S-16</b>	AP to investigate why DCF did not receive communications from Heads of Dept. regarding annual returns.	<b>CLOSED</b> – AP requested for Dalton to be included on mailing lists.
<b>2013-0808-S-18</b>	ADS, KCC & MW to carry out an assessment of need/cost for emergency breathing apparatus.	<b>CLOSED</b> – Company called Breathe will carry out training and will provide emergency packs. STDU agreed to cover training costs.
<b>2013-1709-S-01</b>	MW to draw up a list of things to purchase for an emergency pack – should be 'tailor made' for DCF.	<b>CLOSED</b> – Potential scenarios in which emergency pack would be required: flooding, extreme weather, loss of power. MW will purchase required items.  <b>New Action 2013-1010-S-01 KW / MW to</b>

		<b>Incorporate provision of emergency packs into the DCF emergency plan / business continuity arrangements.</b>
<b>2013-1709-S-02</b>	RE, KCC, ADS & MW to purchase set of lead bricks.	<b>CLOSED</b>  <b>New action 2013-1010-S-02 EOs to meet to discuss shielded storage requirements e.g. decay store, lead bricks.</b>
<b>2013-1709-S-03</b>	SMP to request spec of decay store in graphite lab from Abbie Jones.	<b>ONGOING</b>
<b>2013-1709-S-04</b>	DCF requires a list of everyone that has completed a certificate, VI liaising with Occ Health for a list – get clarification over short term students.	<b>ONGOING</b> – VI awaiting response from Occupational Health.
<b>2013-1709-S-05</b>	SMP to discuss student responsibility for equipment at weekly research meetings.	<b>CLOSED</b> – Equipment in Analytical lab now has a 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> owner. VI to ask EJM who owns equipment in his lab. Equipment owners would be responsible for submitting equipment protocols.
<b>2013-1709-S-06</b>	SMP to have a meeting (after 10 October) with MW, RE & EJM to discuss the following:- <ul style="list-style-type: none"> <li>Understanding operating conditions, procedures and safety requirements of all equipment in G007 Materialography Lab</li> <li>Discuss water outlets in G007 and what should be filtered to the settlement tank</li> <li>Location of ball mill</li> </ul>	<b>CLOSED</b> – All items closed out during walkdown.
<b>2013-1709-S-07</b>	MW to prepare some slides for lab champions meeting to explain new Risk Assessment process. Send to Rob Derbyshire for approval.	<b>CLOSED</b> - Add new section 'Documentation Review' under Admin section of Ops agenda. New processes and procedures to be covered under that section.

### 3 Radiation Protection

An RPS course was scheduled for the 7<sup>th</sup> & 8<sup>th</sup> November.

A Radiation Awareness course was scheduled for the 24<sup>th</sup> October.

2 pieces of monitoring equipment needed calibrated, Babcocks would collect these and return.

RE and student Greg Horne were to become classified workers with UoM.

### 4 Laboratory Safety

A safety circular had been distributed by Ivan Easdon which required all Schools to check their stocks of plastic bottles of nitric acid as there were concerns over ageing in bottles over 3 years old.

MW and RE had done a review of chemicals, only 1 suspected bottle had been found and the information had been sent to Fisher Scientific.

During this review, issues with the procedures around chemicals at DCF had been found e.g. chemicals had been used up and their disposal had not been recorded on the chemical database.

**Action 2013-1010-S-03 MW & RE to conduct a review of chemical procedures at DCF, reinforce procedures with students via their weekly research meetings.**

Lab operating hours were discussed, at the moment labs were open between 9am and 5pm. There was scope for this to become 8am–8pm. A meeting between core staff and research supervisors would be required to discuss how 8am–8pm working could be achieved.

**Action 2013-1010-S-04 VI to coordinate a date for core staff and research supervisors to meet to discuss 8am-8pm lab operating hours.**

## **5 General Safety**

PAT testing had been carried out.  
KCC was currently trained in PAT testing and ADS was on the waiting list for training.  
It was agreed that MW should also be trained.

There were questions around the accelerator electrics, were they to EU standards rather than American standards? Raise this question with SMP before discussing at the Accelerator meeting.

**Action 2013-1010-S-05 MW to discuss Accelerator & EU standards with SMP.**

### **5.1 Accidents, Incidents and Near-Misses**

None reported.

## **6 Health & Safety Training**

Confined space training was scheduled for 21<sup>st</sup> & 22<sup>nd</sup> November.  
Carolyn Gamble would attend DCF to carry out evacuation marshal training & ResQ Mat training on those not already trained. This could also act as a refresher for those who received training in previous years.  
A defibrillator had been purchased and training for this would be linked to First Aid training. MW would carry out annual First Aid refresher training.

VI and MW were working on a training matrix for staff at DCF. This should be ready to present to the group at the November meeting.

## **7 Communications with Regulators**

The EA site inspection had been postponed until after the 21<sup>st</sup> November. This would be a joint visit with the CTSA.

DCF had provided information to the University for EURATOM returns. MW was setting up an internal system for logging correspondence with EURATOM.

## **8 AOB & Date of Next Meeting**

Dave Massy would be coming to DCF to look at the gas store.

'Feedback from SSA Meeting' would be added as an agenda item for future DCF Safety meetings.

AP was looking at the role of e-Learning Administrator.

<b>Summary of Actions Agreed 10 October 2013:</b>	
2013-1010-S-01	KW / MW to Incorporate provision of emergency packs into the DCF emergency plan / business continuity arrangements.

2013-1010-S-02	EOs to meet to discuss shielded storage requirements e.g. decay store, lead bricks.
2013-1010-S-03	MW & RE to conduct a review of chemical procedures at DCF, reinforce procedures with students via their weekly research meetings.
2013-1010-S-04	VI to coordinate a date for core staff and research supervisors to meet to discuss 8am-8pm lab operating hours.
2013-1010-S-05	MW to discuss Accelerator & EU standards with SMP.

**The next DCF Safety meeting will be held on 14<sup>th</sup> November at 10:00.**

#### **Minutes Distributed To:**

##### **DCF Staff**

Simon Pimblott (SMP)  
Kevin Warren (KW)  
Adrian Parker (AP)  
Amanda Kenway-Jackson (AKJ)  
Ruth Edge (RE)  
Kan-Cheung Cheung (KCC)  
Andy Smith (ADS)  
Vicky Irving (VI)  
Rebecca Shepherd (RS)  
Mark White (MW)  
Dave Allyson (DA)  
Abbie Jones (AJ)  
Barry Lennox (BL)  
Enrique Jimenez-Melero (EJM)  
Clint Sharrad (CS)  
Sven Koehler (SK)  
Alexandru Stancu (AS)  
Colette Quinn (CQ)

##### **Heads of Schools**

Michael Sutcliffe (MS) [CEAS]  
Christopher Whitehead (CW) [Chemistry]  
Hugh Coe (HC) [EAES]  
Tony Brown (TB) [EEE]  
Andrew Gibson (AG) [MACE]  
Paul O'Brien (PO'B) [Materials]

##### **School Safety Advisors**

Elaine Armstrong (EA) [Chemistry]  
Gary Burns (GB) [CEAS]  
Richard Cutting (RC) [EAES]  
Ivan Easdon (IE) [Materials]  
Jim Fearick (JF) [CEAS]  
Simon Heslin (SH) [MACE]

##### **EPS Safety Coordinator**

Rob Derbyshire

SAFETY							
Ref	Category / Topic	Originated From	Priority	Who	Details	Target Date	Status
2013-2803-09	Training	Ops & Safety Meeting	Medium	MW	Check with STDU for PTW training courses. MW to look into adapting the UoM PTW system for DCF. Once this is complete, bespoke training will be carried out by MW.	14/11/2013	Ongoing
2013-0808-S-04	Radiation Protection	Safety Meeting	Medium	RE	Send the email trail regarding Radiation Safety Unit being unable to visit DCF to AP. Check with SMP whether this is acceptable.	14/11/2013	Ongoing
2013-1709-S-03	Radiation Protection	Safety Meeting	Medium	SMP	Request spec of decay store in graphite lab from Abbie Jones.	14/11/2013	Ongoing
2013-1709-S-04	General Safety	Safety Meeting	Medium	VI	DCF requires a list of everyone that has completed a certificate, VI awaiting response from Occ Health	14/11/2013	Ongoing
2013-1010-S-01	General Safety	Safety Meeting	Low	KW / MW	Incorporate provision of emergency packs into the DCF emergency plan / business continuity arrangements.	12/12/2013	New
2013-1010-S-02	Radiation Protection	Safety Meeting	High	RE / KCC / ADS	EOs to meet to discuss shielded storage requirements e.g. decay store, lead bricks.	24/10/2013	New
2013-1010-S-03	Lab Safety	Safety Meeting	Medium	MW / RE	MW & RE to conduct a review of chemical procedures at DCF, reinforce procedures with students via their weekly research meetings.	14/11/2013	New
2013-1010-S-04	Lab Safety	Safety Meeting	Medium	VI	VI to coordinate a date for core staff and research supervisors to meet to discuss 8am-8pm lab operating hours.	14/11/2013	New
2013-1010-S-05	General Safety	Safety Meeting	High	MW	MW to discuss Accelerator & EU standards with SMP.	24/10/2013	New