**MINUTES**

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| Date of Meeting: | 19/10/23 |

**Present:**

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| **Committee Role** | **Name** |
| Health & Safety Coordinator (Chair) /  Representative for EPAP | Teppei Katori |
| Safety and Facilities Manager | Christina Missirili |
| Secretary | James French |
| Technical Services Manager | Ben Blackburn |
| Senior Teaching Technician | Heba Souliman |
| Representative for Anatoly Zayats and Wayne Dickson | Anastasia Zaleska |
| Laser Engineer on CPA Technology | Veronika Tsatourian |
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| **Item** | | **Actions**  **(Initials)** |
| 1. | **Apologies**  Ruth Gregory, Mark Green, James Millen, Miao Zhao, Amy Blackburn  **Action –** A new TPPC rep is required now that Eloy has left. |  |
| 2. | **Minutes of the Previous Meeting**  The minutes of the meeting dated 27/07/23 were accepted.  The actions from the previous meeting had been completed. |  |
| 3. | **Office H&S report**  A desk request form has been sent out to all PDRAs. We have more staff than we have desks. We intend to provide desks for anyone who needs one every day. Anyone not requesting a desk will be expected to share one.  Docking stations have been ordered for empty desks. The installation has been challenging due to people moving equipment from one desk to another without asking.  Desks have now been installed in K3.15. These will be shared desks that can be used by anyone. |  |
| 4. | **Lab H&S report - Teaching Labs**  GTAS inductions took place and lab classes have begun.  **Fire Marshals at FWB**  The ground floor has been spilt into 4 danger zones. We have been told that the fire marshals are responsible for sweeping the whole area. That includes 20 – 30 rooms. Evacuation marshals haven’t been told where the safe zones are. Safe zone signage does not appear to have been installed.  **Action** – Clarification needed on the evacuation process in FWB. | **CM** |
| 5. | **Lab H&S report - Research Labs**    **1) H&S Lab Induction**  The General laboratory H&S Induction was given to 12 new MSc, PhD students and new staff members.  The Teaching lab H&S Induction was given to the 1st year students (approximately 205 students).  All lab users must complete the Physics H&S lab induction before they begin their experiments in the research labs. Lab access can be arranged only when the induction is completed. Please let me have the details of anyone who will be working in your lab (including students, postdocs, fellows, scientists, technicians) to arrange this.  **2) Audits**  **Laser Audit**  A Laser audit was conducted by Mr Mutahir Ahmad, the Head of radiation safety in KCL, on the 4th of August 2023.  Dangerous Goods Safety Adviser (DGSA) audit  The DGSA audit was conducted on Wednesday 6th of September 2023 by Mr Matthew Smith and Dr William Heal, the Head of Chemical Safety. It was recommended a CO2 monitor to be installed in S-2.04.  A quote was requested and received by Medem UK LTD (£2226.14).  **3) Waste Collections**  A hazardous waste collection was carried out on the 31st of August 2023 by Initial Medical.  **4) Equipment Annual service**  The service of the Gas detection system in the photonics lab was arranged on the 17th of August by Medem UK Ltd. It was advised to change the panel because it was faulty. The panel was replaced on the 20th of September.  The Bigneat cabinets in labs S-3.01, S-1.19, S-1.17 and K-1.48 were serviced on Monday the 2nd of October 2023.  The AQUAservice contract for the water system in S-1.15/6 was renewed with Veolia Water technologies and the annual service is scheduled on Monday 30th of October.  **5) Training**  A "COSHH and Risk Assessments" training course has been organised to take place in the Department on Wednesday 8 November at 10:30am. The course will last 2 hours.  The course will cover the following elements:   * H&S law * Very brief overview * Risk assessment * What the law requires – components of a RA * Control measures * What the law says – Ensuring they work * Engineering controls * Fume cupboards etc. * Administrative controls * Working safely * DSEAR * Flammables and the law * KCL forms and processes * Discussion for specific examples of lab activities   **6) Laser management**  The laser key must be removed from the device and should be kept separately to prevent unauthorised use. Key safe boxes have been purchased to be mounted in the laser labs to store the keys of the lasers in those areas.  The 4-digit code of the interlock system in the laser labs must be changed from the default 3333.  Please notify Christina well in advance when you plan to purchase a new laser as new lasers must be registered in KCL and new RAs might be needed.  **7) Fire Evacuation**  The H&S Services have conducted a review of our fire evacuation arrangements. The university has adopted a self-evacuation strategy for low-risk areas. The individuals are responsible for getting themselves safely out of the building when the alarm sounds and encourage others in their vicinity to do the same.  A series of short videos summarising the updated arrangements has been produced by Estates, which all staff and students are required to watch as part of their updated training.  These videos can be viewed at this link: Fire safety training | King's College London Intranet. (kcl.ac.uk)  The accompanying Fire Safety Awareness training course (updated) is accessible via the King’s Compliance e-learning portal.  Areas where high-risk activities being carried out i.e., laboratories, have been defined as high-risk areas and they require additional mitigations (identified evacuation marshals). Therefore, it is recommended all lab-based staff and students in the research labs to undertake the Evacuation Marshal (EM) training. The training is delivered online. You can book a session in SkillsForge.  During evacuations, most buildings operate a 30-minute dispersal order.  **8) Waste**  Hazardous waste bins and sharp bins  Do not overfill the bins. Do not fill above the line when using the Sharp bins. When a bin is full contact Christina for collection.  Chemical waste  All waste bottles should be clearly labelled indicating what chemical is in the container. Also, please write your name and a date on the container.  Complete the form Chemical waste for collection list.xlsx and contact Christina for collection and disposal.  General waste bins  The general waste bins must be placed in the corridor outside the lab for the cleaners to empty out. Please place them along the wall in the corridor to avoid a trip hazard. |  |
| 6. | **Summary of incidents/ accidents/ near misses in department since last committee meeting.**  The following incidents were reported in the Accidents Management System.  **1) 4 August 2023**  Reference: KCL:223655  Incident type: Near Miss & Damages  Location: S-1.24 Strand Building  Description of event: A member of staff from the Estates entered a laser lab without wearing PPE to investigate a temperature issue. He tried to open an emergency exit using his body weight and as a result he caused significant vibrations to the lab equipment.  Immediate remedial action taken: Lab access is removed from the Engineers in the Estates.  **2) 23 August 2023**  Reference: KCL: 224219  Incident type: Incident with injury  Location: S7.32 Strand Building  Description of event: It was not work-related incident. A postgraduate student had a nose bleeding.  Immediate remedial action taken: First aid was given to stop the bleeding.  **3) 19 September 2023**  Reference: KCL:  Incident type: Near Miss & Damages  Location: S-1.24 Strand Building  Description of event: Broken microscope coverslips on the floor and lab bench, stains of green, fluorescent substance on lab bench and pipettes.  Immediate remedial action taken:  **4) 10 October 2023**  Reference: KCL:  Incident type: Ill health  Location: Physics Teaching Lab 1 , room 4.66, FWB  Description of event: A 1st year student had hypoglycemia. She was pale, sweating and lethargic.  Immediate remedial action taken: She was given a glass of water and a bag of skittles to eat in a room separate from the lab. She was allowed to rest until she felt better to rejoin the lab. |  |
| 7 | **Faculty H&S committee report**    Taking place this afternoon. |  |
| 8. | **Group report from each H&S champion**  **AZ**  Nothing to report.  **VT**  The group are developing a class 4 laser and are currently looking into the costing of the enclosure.  A formal complaint has been made about the damage that was caused by the Estates department.  **TK**  There is a recurring water leak which seems to be seasonal.  A large device has been delivered that won’t fit into the space. Door frames will need to be removed in order to get it into the room. |  |
| 9. | **AOB**  None |  |
| 10. | **Forthcoming Meeting Dates**  11/01/24 – 11am  04/04/24 – 10am  11/07/24 – 10am |  |