

## DHSC H&S Report (October 2023- January 2024)

Date of Meeting: 11 January 2024 @11am

### 1) H&S Lab Induction

- The General laboratory H&S Induction was given to 5 new MSc, PhD students and new staff members.

**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

Annual Notifiable Holdings audit.

The deadline to submit the form: <https://forms.office.com/e/FGXVEsr5md> is on **Friday 12 January 2024**.

### 3) Waste Collections

A hazardous waste collection was carried out on the 29<sup>th</sup> of November 2023 by Initial Medical.

### 4) Equipment Annual service

- The Bigneat cabinets in S-3.01 lab were serviced on Thursday 4<sup>th</sup> of January 2024. The fan in cabinet S/N: 88611 was replaced. The sensor in cabinet S/N: 88610 must be replaced. A quote has been requested for this to be arranged.
- The water system in S-1.15/6 was serviced By VEOLIA water technologies on the 30<sup>th</sup> of October 2023.
- The water system in S-3.01 and in K-2.84 were serviced by Merck on the 13<sup>th</sup> of November. The pump of the system in K-2.84 was replaced on the 24<sup>th</sup> of November 2024.

## 5) Training

- A "Fire Evacuation Marshal" training course was arranged on the 5<sup>th</sup> of December 2023.
- A laser training has been organised to take place on Friday 19<sup>th</sup> of January 2024 at 10:30am -1pm in K0.20.

## 6) Laser management

- Key safe boxes have been placed in the laser labs to store the keys of the lasers in those areas.
- The 4-digit code of the interlock systems in the laser labs has been changed from the default 3333. Each system has its own code now.
- Please notify me well in advance when you plan to purchase a new laser as new lasers must be registered in KCL and new RAs shall be needed.

## 7) Fire Evacuation arrangements

The Fire Safety Awareness online training course provides basic fire safety training and is mandatory for all staff. The course should be re-taken every two years. However, following the university's new fire safety procedures, it has been updated. Everyone at King's must complete it. For those who haven't completed it yet, please do so. It is accessible via the [King's Compliance e-learning](#) portal.

All the documents about the fire safety arrangements in the department are now available in the "[Fire Safety](#)" folder in the Physics Health and Safety SharePoint site.

We have 30 Fire Evacuation Marshals (FEM) to cover the high-risk zones in the department. Local training was provided to them. They have been assigned the "High risk zones" they will be responsible to check when a fire alarm sounds and report to the evacuation controller whether their area is clear, or individuals are still present.

The zone floor plans are displayed in each lab.

Fire Safety Folder shall contain:

- Fire Snatch card
- Fire Safety Emergency Plan
- Zone Floor Plan
- Yellow Fire Marshal vest

## 8) Risk Assessments

- A risk assessment must be conducted and approved before a new experiment begins. Advice on risk assessments and links to the forms can be found [here](#).

- The risk assessments need to be reviewed every time there is a significant change in the work i.e. new equipment, substances or new procedures which could lead to new hazards. If no new processes are introduced the risk assessments must be reviewed every year.

Please check the documents in the labs' RAs folders. They should contain the following documents depending the activities in each lab:

- filter RA (for activities with minimal risk and for summarising hazards in a multi user lab)
- general RA or SOP RA (only one or the other required, the risk assessor must select the best format for their work)
- supplementary RAs i.e., COSHH RA, manual handling, AORS, COBRA
- laser safety documentation (consisting of a laser RA, laser data sheet, local conditions etc. Only applies to laser labs)
- radiation safety documentation (consisting of a radiation RA, project registration form, Local rules etc. Only applies to the 2<sup>nd</sup> year teaching lab)

Electronic copies of all the risk assessments must also be available in Physics H&S SharePoint.

## 9) 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.

## **10) Terms of Reference**

We will update the terms of reference document for the committee. Please confirm the representative for each group to Christina and Teppei by Friday 2<sup>nd</sup> of February.

## **11) Faculty H&S Committee**

Date of next NMES HSC meeting: Thursday 25<sup>th</sup> of January 2024 at 10:30- 12pm.