

## Committee Terms of Reference:

### Pwyllgor Diogelwch Biolegol | AU Biological Safety Committee

**Reports to:** AU Health, Safety and Environment Operational Group  
Minutes circulated to:

- DLS executive group
- IBERS executive group
- FELS executive group

**Occurrence:** 4 times a year

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#### Members:

1. Chair - Professor Karl Hoffmann – Academic Lead VetHub<sup>1</sup>
2. DLS Senior Scientific Officer - Rob Darby
3. DLS VetHub<sup>1</sup> Laboratory Manager – Dr Chris Pirson
4. Health, Safety & Environment (Scientific) Advisor – Caroline Fitzpatrick

*Members selected to represent the different areas of biological hazard use:*

5. IBERS: Professor Joe Gallagher
6. IBERS: Dr. David Bryant
7. Department of Life Sciences: Dr. Amanda Gibson
8. Department of Life Sciences: Dr. Arwyn Edwards
9. Department of Life Sciences: Dr Rhys Thatcher
10. Psychology: Alexander Taylor | Matt Wilby
11. Aberinnovation: Andrew Rowbottom
12. Vet School: Professor Darrell Abernathy
13. Nursing School: Angharad Jones | Gwyn Jones

#### In attendance:

At the discretion of the Chair other University officers/staff, as may be appropriate, shall be invited to attend meetings.

- Department of Life Sciences: Professor Gareth Griffiths
- Department of Life Sciences: Professor Luis Mur
- Health Safety and Environment Manager: Claire Williams

Clerk: Jackie Sayce

In the absence of the appointed Chair, one of the Members shall temporarily assume the chair.

**Quorum:** 5 members

**Occurrence:** Four times a year. Additional meetings will be arranged as required to meet the level of demand of new proposals requiring approval.

**Remit:**

The Biological Safety Committee:

- Has oversight of all activity which may present a biological risk to humans and escalates operational issues of concern for investigation and resolution
  - Provides peer review and mentoring of Risk Assessments for proposed intentional work involving biological hazardous materials, prior to work commencing
  - Gains assurance that records and documentation are stored by the appropriate project for audit purposes
  - Provides oversight, technical guidance, review, and final approvals for all work involving biological hazards, including the development of risk assessments
  - Reviews incidents and inspections (including infrastructure) relating to biological hazards
  - Recommends changes to policy and practice including legislative or best practice guidance/updates
  - Recommends and advises on training requirements, and monitors completion of training, for staff potentially exposed to biological hazards
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**Terms of reference:**

The committee will:

- Provide information, support, expertise, technical guidance, and advice for all staff working with biological materials
  - Receive all biological safety risk assessments for Aberystwyth University
  - Thoroughly peer review, in a timely manner, every risk assessment involving intentional use of biologically hazardous materials
  - Provide final approvals for all biological safety risk assessments for Aberystwyth University prior to work commencing
  - Mentor and guide appropriate risk control measures for biological risk assessments
  - Maintain a list of all biological activities with associated risk assessments for audit purposes
  - Review all near misses, accidents, incidents, or unintended releases of biological hazards, as reported to the committee by the Health, Safety and Environment Team
  - Identify and monitor trends to prevent recurrence and reduce the likelihood of future incidents
  - Monitor the effectiveness of existing policies in respect to the use of biological hazards and to recommend changes where necessary
  - Assist with periodic safety audits and inspections of the workplace in accordance with the level of risk
  - Receive reports from, and make recommendations to, the appropriate individuals following periodic safety audits and inspections
  - To recommend changes to work processes with a view to implementing best practice and compliant working practices
  - To provide reports, support, or advice to the Health and Safety Operational Group as requested
  - To invite such persons as are necessary to attend the Biological Safety Committee meetings to give specialist/expert advice
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