

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Meeting held on Wednesday 2nd May in Room B/A/001 at 2.00pm.

Present Mr C Abbott, Mr N Beach, Ms D Cartwright, Mr A Collingwood, Mr P Crosby, Dr S Haddock, Mr D Hammond, Mr D Nelmes, Dr D Nelson, Mr G Stimson

Apologies Mr T Broxup, Ms N Charlton, Mr M Snelling

The minutes of the meeting held Wednesday 7th April were accepted with the addition of Nicola Charlton to the Apologies list.

IC7/023 MATTERS ARISING

IC7/023.1 Cleaning of Goods Inwards yard [IC7/012.1]

DH has arranged for the yard to be swept on a regular basis but could the waste stored in the yard be kept tidy

IC7/023.2 Suspicious package guidelines [IC7/012.3]

SOPs used by Porters/Security require availability of a Bomb Bin so it will be re-sited to the Porter's Lodge once a smaller bin has been sourced. Biology staff should never use the bomb bin – if they think a parcel is suspicious, it should not be moved and security should be contacted.

IC7/023.3 Fire Log Records [IC7/018.1]

NB to check fire log record after failure of alarm on M2

IC7/023.4 Insurance [IC7/021]

DC/AC to discuss laptop insurance in light of a new policy that the TF are using.

Action: DC/AC

IC7/023.5 Diversity Training [IC7/022.1]

DC asked who had completed the course so far and emphasised that anyone who daily deals with people should complete the course.

<http://york.marshallacmtraining.co.uk/>

IC7/023.6 Legionella [IC7/022.2]

DC thanked all those who had helped with the logging of water outlets. Labels and signs will be places on taps as appropriate. There has been some concern about the prudence of taking out unused water outlets in laboratory areas. DH stated that inline stop valves could perhaps be used. CA reported that Estates had been to assess the taps in Horticulture where pesticides/chemicals are mixed with a view to fitting non-return valves. He also stated that if the ebb/flood system is not used water in the pipes is held at glasshouse temperatures and a procedure will need to be put in place for purging. DC stated that a decision is also needed on whose responsibility it will be to flush the eye wash showers. DC reported that training on Legionella issues will be provided for key workers, probably with a trial group first providing feedback, before a wider departmental campaign.

IC7/024 SAFETY

IC7/024.1 Sealability testing

This has been delayed due to a change in the contractor. The new contractors, SES will inspect IIU & BSF as soon as possible. DN to liaise with MS.

Action: DN**IC7/024.2 White Rose waste collection**

'Biotrack' system has been introduced by White Rose; unfortunately the documentation and labels that should be used have not been delivered to the Department. This had caused delays in collection. Chris Westwood from White Rose has assured AC that the correct labels etc. are on the way. DC asked for clarification on the categories of waste and the labels provided.

IC7/024.3 CT room door handles

The long catches on some of the doors could be hazardous if a lab coat was snagged and so need alternate fastening. GS will price up alternatives before a decision is taken on how this will be funded.

Action: GS**IC7/025****FACILITY REPORTS****IC7/025.1 Mechanical Workshops**

- GS reported that the annual insurance check of autoclaves will take place next week. PC reported that the contractors, LTE, would liaise with the BSF & Wash-up.
- GS to send all information on the replacement double glazing windows for D wing to DC so that a decision can be made.

Action: GS**IC7/025.2 Horticulture**

- CA reported that Estates had carried out an inspection of the electrical installations both in the roof glasshouse and walled garden.
- CA expressed concerns about the ambient temperatures in J0 03H lab. Some discussion regarding control of the air conditioning in this room and the Convicon cabinet that is giving off a lot of heat. The cabinet cannot be relocated as it is under a DEFRA licence. NB/SH will contact Estates to discuss the location of the thermostat in both this room and J0 05.

Action: NB/SH

- CA reported that the replacement of insect screens to the glasshouse (IC7/019) is more complicated than initially thought and will require 2 persons, one of whom will have to go onto the glasshouse roof. CA has requested method statements and risk assessments from Hortimax before work starts. Estates will also be kept informed.
- CA reported that CNAP are due to start work using plant viruses and will need appropriate training

IC7/025.3 Stores

- AC reported that they are currently advertising for a part time stores position.
- The new stores counter is going ahead. NB highlighted recommendations from recent fire inspection regarding this counter/hatch. DC reported that the new University Fire Officer is visiting the Department next week to give advice on the hatches.

IC7/026**ENVIRONMENTAL PERFORMANCE****IC7/026.1 Refurbishment of D0**

PC stated that this limited refurbishment will need a report on the environmental performance of the area.

IC7/026.2 Oven taken out of use

DC reported that an oven that was badly insulated and losing excess heat has been switched off and alternatives used. This has resulted in a saving of £605.

IC7/026.3 Departmental lighting

- DC reported that the Atrium lights will be put on a photocell. The ends of the walkway leading into M1, L1, M2 and L2 would have the wiring changed to enable the lights to be on 24/7 for safety reasons. A photocell system will also operate on A corridor..
- PC commented that it would be helpful if rooms where lighting is controlled via a movement sensor had signs stating as such.

IC7/027

EQUIPMENT CONTAMINATION & WEEE

After a recent incident with a fridge freezer that was being disposed of, AC requested that all electrical disposals be 'certified' clean. The Department needs to be made aware of this. DN also commented that all 'hazard' labels also need to be removed. DH reported that the University (via Estates) will have a holding bay for old fridges/freezers where they can be stored prior to removal.

IC7/028

ANY OTHER BUSINESS

IC7/028.1 First aid procedures for transport to hospital

A recent incident highlighted the need for a robust procedure. DN reported that at a recent Health & Safety (H & S) meeting it was proposed a local taxi firm is used in such circumstance and the firm will then invoice H & S direct. DH will contact Gail Faircliffe to confirm and report back. All First Aiders will then be made aware.

Action: DH

IC7/028.2 Water works

AC asked what was happening along E0 corridor as it is regularly cordoned off. PC reported that Estates are replacing a fractured water pipe. This is also probably responsible for recent incidences of cloudy water.

IC7/028.3 Window washing

DC has had an email requesting that windows in F116a & F118 be cleaned. Copy of email was passed on to DH for action. CA reported that the P block glasshouses are very dirty because of the Bleachfield works and will need cleaning once the contractors have finished. Window cleaning will be brought up at the next Estates meeting.

IC7/028.4 5 year plans

DC requested reports from CA, AC & PC by lunchtime Tuesday 8th May. AC wanted clarification whether the report is based on the present size of the Department. Affirmative.

Next meeting: Wednesday 6th June 2007 in B/A001 at 2.00p.m.