

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting held on Wednesday 3rd October 2007

Present Dawn Cartwright (Chair), Peter Crosby, Andrew Collingwood, Mike Snelling, David Nelmes, Sylvia Haddock, David Nelson, Stephen Howarth, Rebecca Regan (Secretary)

Apologies Colin Abbott, Nicola Charlton, Geoff Stimson, David Hammond

The Committee welcomed Stephen Howarth to his first meeting. Stephen and Trevor Illingworth will rotate attendance and will represent the Electronics Workshop.

The minutes of the meeting held on 11th September were accepted.

IC7/045 MATTERS ARISING

IC7/045.1 Window washing [IC7/039.1]

CA was not present and he will report back on this item at the next meeting.

Action: CA

IC7/045.2 Annual pressure testing of autoclaves [IC7/039.2]

GS was not present. This item will be taken forward to the next meeting. **Action: GS**

IC7/045.3 Recent glasshouse incident [IC7/039.3]

DN tabled two documents:

- i). an example of an external 'authorisation to work' form.
- ii). a draft of an 'authorisation to work' form for use in the Biology Department.

After some discussion it was decided that those people in the Department who deal with contractors should meet to discuss this further. RJR will arrange a meeting between DC, PC, DN, SH and Allen Mould.

Action: RJR

CA was not present and will report back on the glass house risk assessments at the next meeting.

Action: CA

MS reported that contractors had set off an alarm in a plant room again – estates staff had not been with them. The issue of lack of supervision of contractors will be discussed again with estates.

Action: DC

MS reported that contractors fitting the new hood have sent through adequate risk assessments; the visit took place last week.

IC7/045.4 IT & Computing [IC7/039.7]

DC has chased Les Durning who has promised to talk to Siemens re: BMS terminal to show alarms. DC will report back to the next meeting.

Action: DC

IC7/045.5 Slip hazard [IC/039.10]

This is ongoing.

Action: AC

IC7/045.6 Flooding update [IC7/039.11]

CA was not present and will report back on the autoclaves on P0 at the next meeting.

Action: CA

IC7/045.7 Safety / 3 phase supply testing [IC/043.1]

It was agreed that all 3 phase equipment in the Department will be identified. The list will then be sent to Ed Beckett for him to ensure all that items are included in the Estates programme of testing. This item will also be taken to the next meeting with Estates which is due to take place later this month.

Action: All

IC7/045.8 Horticulture [IC/043.4]

- Decommissioning of the conviron growth cabinet: CA was not present and this item will be carried forward to the next meeting. **Action: CA/DC/AC**
- Sterilisation tank (D/horticulture): This is recorded as 'job completed' on Planon. SH will check with CA that he job has been completed. **Action: SH**
- Alarm system in room in P block: SH has logged this as a job on Planon and will chase. **Action: SH**

IC7/045.9 Onity cards

DC has checked previous decisions regarding this and yes, Onity cards should be displayed by members of the Department and visitors at all times – like an ID card. DC will send an e-mail to all members of the Department; information re: charges for forgotten and lost cards will be included in the e-mail.

Action: DC

£150 has been collected in charges for forgotten and lost cards since March and is put into the 10008501 (Administration) account. SH will keep a note of this.

IC7/046

Waste management procedure

Comments on the document have been received from MS & SH. DC responded to MS's comments re: recycling and fluorescent tubes:

- Recycling: people will not be told where the recycling bins are at the moment as recycling arrangements are currently in flux.
- Fluorescent tubes: Although estates do dispose of the fluorescent tubes that they deal with, the Department does have some tubes that are changed by Departmental staff e.g. horticulture.

DC & SH will meet to discuss SH's comments.

Action: DC/SH

Data CDs were brought up at Resources Board and it will be recommended that it is not advisable to recycle data CDs.

DC will pass the document to Stores and Allen Mould for comment; it will then be taken to the Waste Management Key Service Meeting. DH has already passed the document to Chris Teeling who thinks it is OK. DC would like to get the final document onto the web by the end of October.

Action: DC

IC7/047

Customary Days

This issue affects staff who are required to work on days that the University is normally closed; these are the three customary days taken between Christmas and New Year. Under the HERA review these customary days were incorporated into the annual leave allocation and as directed in the Framework Agreement these days are to be worked as a normal day and no extra payment will be made for working them. The unions are aware of this. Enhanced pay will still be paid to those staff required to work bank holidays, including Christmas Day, Boxing Day and New Years Day.

The Committee agreed that staff required to work on the 'customary days' should record a full or half day on their flexi-sheet (as required to work) and will be able to take the equivalent annual leave at an alternative time as agreed with their line manager.

This raised the question that if some staff are able to do this, and if the three customary days are treated as annual leave rather than 'shut down' days, should other staff be allowed to work these days and take the three days annual leave at other times during the leave year, by agreement with their line manager? DC will raise this with Nina.

Action: DC

IC7/048

Financial month end

The cut-off date for submission of accounts to the University has been brought forward. Anyone involved in accounts is advised to bring their cut-off date forward and be aware of where weekends fall and how this might affect the date of the new financial month end.

Agresso is being upgraded between 4th – 17th December 2007. Nothing other than emergency orders will be processed during this time and people will be recommended to stock-up on routine supplies. It will be possible for individuals to do a reconciliation during this period.

IC7/049

Facility Reports

IC7/049.1 Safety

- University safety audit: A safety audit covering all departments will be carried out by the University; the audit will take place every 2 years. Biology will be the first department to undergo the audit and this is planned for February 2008. It is important that the Department is made aware that we will be audited in February and now is a good time to assess the controls that are in place in the Department. Each individual area will be asked to review the controls they have in place, and to assess significant hazards; managers will be asked to undertake these reviews. It is unsure what form the University audits will take; they might assess the whole Department or pick on certain facilities i.e. Stores or the TF. The University is currently putting together an 'Audit Management Procedure'.

IC7/049.2 BSF

- Sealability: Still ongoing. In the future there will be an annual programme of sealability testing.
- Recruitment: 5 CVs have been received. MS & DC will meet to go through them. **Action: MS/DC**
- Downstairs autoclave: PC is aware of the problems with the autoclave probe. The company has made several visits to put this right, but with no success so far. The autoclave will now not run any other cycles. This is ongoing and the company are responding; there is nothing more that can be done at this meeting. MS will liaise with PC after the meeting. **Action: MS/PC**

IC7/049.3 IT & computing

- There was nothing to report.

IC7/049.4 Electronics Workshop

- There was nothing to report.

IC7/049.5 Stores & Purchasing

- Agresso: Agresso is being upgraded between 4th – 17th December 2007. Nothing other than emergency orders will be processed during this time and people will be recommended to stock-up on routine supplies. The upgraded system will be improved and will be compatible with all PCs.
- Risk assessment course: AC reminded members that a risk assessment course is taking place on 13th November and members should contact RJR to be added to the attendance list. MS asked to sign-up for the course and RJR will add him to the attendance list. The course needs to be advertised more widely and RJR will contact CA and NC to request a representative from Horticulture and Teaching attend.
Action: RJR

IC7/049.6 Infrastructure Team

- Fire alarms: SH has spoken with Mick Elliott re: M0 fire alarm and also the lack of fire alarm testing in S block. Mick is looking into this and SH will report back to the next meeting.
Action: SH
- Fire doors on A corridor: SH will request a plan of A corridor from Mick Elliott in order to assess which of the doors on A corridor are fire doors; there are concerns that there is no signage and doors are being propped open.
Action: SH
- Reception:
 - There are still problems with contractors turning up unannounced.
 - Reception have just made 300 cards for incoming students. There may be a problem with a shortage on Onity cards as Onity are refusing to accept orders until the University has settled it's bill; the Committee noted that Biology's bill has been paid.
- Building projects:
 - BBC project: the work on K1 will be virtually complete by the end of the week. The meeting room and hot desks will be available on the room booking web pages.
 - E1 project: this is currently 3 days behind schedule but reasonable progress is now being made. There is no completion date yet but it is taking shape. There has been no major disruption so far.

The November meeting will need to be rescheduled. RJR will circulate members to arrange an alternative date.