

**University of York Department of Biology**

**INFRASTRUCTURE COMMITTEE**

Meeting held on Wednesday 4<sup>th</sup> April in Room B/A/001 at 2.00pm.

**Present** Mr C Abbott, Mr N Beach, Ms D Cartwright, Mr A Collingwood, Mr D Hammond, Mr D Nemes, Mr M Snelling, Mr G Stimson

**Apologies** Mr T Broxup, Mr P Crosby, Dr S Haddock, Dr D Nelson

The minutes of the meeting held Wednesday 7<sup>th</sup> February were accepted.

**IC7/017 MATTERS ARISING**

**IC7/017.1 Cleaning of Goods Inwards yard [IC7/012.1]**

The yard had now been cleared. AC asked for DH to arrange for the yard to be swept on a regular basis.

**Action DH**

**IC7/017.2 Suspicious package guidelines [IC7/012.3]**

DC had emailed Nigel Smith to ask him to inform the Porters that the bomb bin would be removed. DC has not received a reply and will follow up the email.

**Action: DC**

**IC7/017.3 Timing of performance reviews [IC7/012.4]**

DC confirmed that if the 3/6 month reviews were carried out for new starters as part of the induction process, a performance review would not be required for another 6 months.

**IC7/018 SAFETY**

**IC7/018.1 Fire Log Records**

It was reported that the fire log records had not been filled in after the failure of alarms on M2.

**Action: NB**

**IC7/019 FACILITY REPORTS**

**IC7/019.1 Horticulture**

- CA reported that the P block glasshouse insect traps which required repair would cost £2685. It was agreed that it was necessary to go ahead with the work.
- CA reported that the gates to the Walled Garden had been repaired, but expressed concern that they were now locked with a padlock, which prevented staff locking the gates from inside.
- CA had attended the Fire Extinguisher training which was well presented. It was stated on the course that smoking shelters needed to be situated over 5m away from buildings, which if the case would require the current smoking shelter moving.

**IC7/019.2 BSF**

- MS reported that security took two days to come and reset the intruder alarm after it had been activated, and had to be reminded several times. MS would email Rob Little copying in DC to express concerns about response times.

**Action: MS**

- MS has met with SES who are going to carry out a trial sealing of sockets and

lights.

- BSF staff had found the Fire Extinguisher training useful.
- MS felt there had not been sufficient notice of the e-training required to be carried out for staff attending the gas safety course, which required putting 3 hours aside before the practical.

## **IC7/020 ENVIRONMENTAL PERFORMANCE**

### **IC7/020.1 Energy Manager**

DC reported that a part time Energy Manager is to be appointed in Biology. The EM would initially be looking at reducing electricity usage.

### **IC7/020.2 Environmental Performance Group**

The group are scheduled to meet in May.

### **IC7/020.3 Recycled Paper**

AC reported that Stores had now switched to selling only recycled paper now that a suitable brand had been found at the same price as standard paper.

### **IC7/020.4 PC Specs**

DN reported that the recommended PC specs on the IT page had been updated to a more energy efficient model.

### **IC7/020.5 Battery Disposal**

AC reported that he had been in contact with Chris Teeling regarding the need for a battery disposal bin in Biology. Legislation will be implemented in 2008 prohibiting disposal of batteries into the general waste.

## **IC7/021 INSURANCE**

AC and PC had met with Jacky Glanville. JG agreed to look to see if the alarmed freezers could be covered by the University's policy. Laptops are no longer covered; AC will put together a proposal for Resources Board to set up a departmental pool account for laptop users to pay into.

**Action: AC**

## **IC7/022 ANY OTHER BUSINESS**

### **IC7/022.1 Diversity Training**

DC has completed the online diversity training course and requested that all Infrastructure & Facility managers complete the course which can be accessed at <http://york.marshallacmtraining.co.uk/>

### **IC7/022.2 Legionella**

DC reported that draft SOP's are now in place for the management of Legionella risks in the department.

DC would organise Legionella training for those responsible for maintenance.

Members of the IC were asked to take responsibility for logging all water outlets across the old building.

**Next meeting: Wednesday 2<sup>nd</sup> May 2007 in B/A001 at 2.00p.m.**