

## University of York Department of Biology

**INFRASTRUCTURE COMMITTEE**Minutes of the meeting held on Wednesday 4<sup>th</sup> March 2009

- Present** Dawn Cartwright (Chair), Steve Howarth, Peter Crosby, Colin Abbott, David Nelson, Wendy Crosby, Sylvia Haddock, Jo Hossell, Andrew Collingwood, Rebecca Regan (Secretary)
- Apologies** David Hammond, David Nelmes, Mike Snelling, Geoff Stimson
- IC9/019** **Minutes of the meeting held on 4<sup>th</sup> February 2009**  
Re: minute IC9/011.3 – the Committee noted that the fridges in the Stores Yard had not been removed at the time of the meeting; they have now been removed.
- IC9/020** **MATTERS ARISING**
- IC9/020.1** **Workshop floor [IC9/011.2]**  
This was discussed at the February Biology-Estates Group meeting. Graham Tucker thinks the problem can be solved by fitting an expansion strip and is pursuing this directly with Simpsons.
- IC9/020.2** **Autoclave facility (Safety) [IC9/011.3]**  
Re: the collection and disposal of uncontaminated/non-hazardous offensive waste - Jill Thackrah has put DN in direct contact with the relevant person at YorWaste. YorWaste are able to collect this waste for landfill – collection will be alongside the usual waste collection. The alternative is collection by White Rose for incineration – this would be the preferred option; there would be a charge for this. DN is looking into the cost of an autoclave run and will compare this to the cost of collection and incineration by White Rose. This information would be useful for the first meeting of the Autoclave Focus Group, which is being headed by PC.  
**Action: DN**
- IC9/020.3** **Lecture Theatres [IC9/011.7]**  
DC confirmed that the blackboard in B006 is still stiff; it is also split. DWH is liaising with AV.  
**Action: DWH**
- IC9/020.4** **Safety – BSF safety inspection / CII refuge points [IC9/011.8]**  
i). BSF safety inspection – connection of fans in autoclave room: this was discussed at last months Biology-Estates Group meeting and LB has agreed to action with a one month deadline.  
ii). Annual fire / general H&S training: the on-line fire training is still not available. SH will keep the Committee updated.  
**Action: SH**  
  
The issues with other H&S training were discussed at last months Departmental Safety Committee meeting. A system does exist for notifying first aiders prior to the expiry of their certification – it is hoped that this notification scheme will be widened to include other H&S training courses.  
  
The Committee noted that Risk Assessment training is now ongoing – 2 dates have been arranged; the first is full, but registrations are still being accepted for the second course on 28<sup>th</sup> April 09.
- IC9/020.5** **Toilets on C corridor / vehicle key box (Feedback from Resources Board) [IC9/011.10]**  
i). Toilets on C corridor: this is ongoing – DWH to action  
**Action: DWH**  
ii). Departmental vehicles – key box: Mark Hudson is constructing a box – final cost is awaited.  
**Action: PC**
- IC9/020.6** **Safety – sealability testing in the BSF [IC9/011.12]**  
PC is liaising with Ron Coates and Mark Hudson re: repairs.  
**Action: PC**
- IC9/020.7** **B002 ventilation problems [IC9/011.14]**  
The work to remove asbestos has been completed and the area is now accessible.
- IC9/020.8** **Wentworth Way [IC9/011.16]**

DC has contacted Wayne Spaven re: a timetable for the re-surfacing etc. – a reply is awaited. DC will keep the Committee updated. SH has spoken to Gordon Eastham who is waiting for the ok from his manager.  
**Action: DC**

**IC9/020.9 Blinds in A032 (computer room) [IC9/011.17]**

WC confirmed that users would like blinds to be fitted ASAP. These do not have to be black-out blinds and a quote for approx. £395 +VAT has been received from York Blinds. PC will purchase and arrange installation.  
**Action: PC**

**IC9/020.10 Soap dispensers in the BSF [IC9/011.18]**

SH has spoken to the Cleaning Supervisor. New dispensers are being trailed and will be fitted in the BSF. SH will report back to the next meeting.  
**Action: SH**

**IC9/020.11 Centrifugation records / fume cupboard (Safety) [IC9/012]**

i). Centrifugation records: this is ongoing. The records need to be accessible to the Infrastructure Team.  
**Action: PC**

ii). Fume cupboard (L030): PC has looked into this and DN has spoken to the users about the various options. There are various access/usage issues. Any work will need to be costed and then submitted to Resources Board for approval. Fire regulation approval will also have to be sought. This is ongoing.  
**Action: DN / PC**

**IC9/020.12 Heating in K018 (Environmental Performance) [IC9/013]**

Len Brindley has assured PC that the schedule comes on in good time to ensure that the room is at temperature for the start of a meeting. JH does not think that the system is set-up correctly and will monitor.  
**Action: JH**

**IC9/020.13 Staff survey – Infrastructure action plan [IC9/016]**

The Team leaders [who were present at the meeting] confirmed that they had taken the plan back to their teams. No further comments were received.

**IC9/020.14 Large equipment – PAT testing [IC9/017 ii]**

This has taken place. The report is awaited. It is expected that there will be some actions from the report, but hopefully not too many.

**IC9/020.15 Sterile water demos/presentations [IC9/017 vi]**

One system did not require any equipment – the water is supplied in packs with an adaptor. The company will visit the Department for a demo/trial. A business case will look at the consumables cost vs the autoclave time/cost.  
**Action: MS**

**IC9/020.16 BSF door [IC9/017 vii]**

An alarm has been installed.

**IC9/020.17 Autoclave replacement plan [IC9/017.viii]**

It has proved difficult to get all of the Autoclave Focus Group together for a meeting. PC is speaking to members individually and will pull the information together.  
**Action: PC**

**IC9/021 Safety**

i). J block – old autoclave room: the autoclave carcass has been removed. Michaela Nelson has asked whether a -80 freezer can be located in the room – the freezer is currently situated in front of a hand wash basin and needs to be moved. PC confirmed that the room has been earmarked for some alternative equipment, but the -80 should fit in alongside this other equipment. PC will liaise directly with Michaela Nelson.  
**Action: PC**

ii). Power cut / fire alarms: the fire alarm sounded during the most recent power cut. University Security told-off a member of staff for not vacating an area where an intermittent alarm was sounding. However, it is not essential for people to leave an area where a 'warning' intermittent alarm is sounding, only a constant alarm. The staff member, who is a Fire Marshal, was understandably upset, but reassured that his actions were correct. There is some concern that Security is contradicting and/or unaware of correct procedure. DN will contact Mick Elliott re: these concerns.  
**Action: DN**

iii). Waste incident: DN has been asked to investigate the recent waste incident [autoclave waste ended up mixed with general waste, which was then collected by YorWaste]. There were a number of factors that led to this incident, including confusion amongst cleaners who were not familiar with the Department/lab areas and related procedures. DN's report is not yet complete, but after initial investigation the following recommendations have been made:

The 'black bin-bags in labs' rule will be enforced. Small office bins containing white liners will be removed ASAP. Larger bins to contain black bin-bags will be available for purchase from Stores. These bins will be black and will be clearly labelled 'safe waste only'. Autoclave bins will be clearly labelled 'autoclave waste only'. AC will produce these labels. DN will circulate a global e-mail informing staff of these procedures. DC, DN & SH will liaise re: full implementation; DC & AC will liaise re: stock of replacement 'safe waste' lab bins.  
**Action: DN / DC / SH / AC**

These measures should reduce confusion for cleaners and reduce the chance of a similar incident happening in the future.

## **IC9/022 Environmental performance**

i). Replacement of computers in Teaching: remote controls will be used to switch off the monitors – the Electronics Workshop is currently looking at this. Ian Jennings is investigating whether the same can be done for the actual computers. A bank of computers and monitors will be left on for use. Pay back time will be approx. 3 years.

ii). Autoclaving: the big autoclave has been down recently. The autoclave uses 5KW on general tick-over when not in use [to keep the boiler hot]; this costs approx. £2,000 per annum. Listers will be undertaking work on the autoclave and will ascertain the maximum load / how much electricity the autoclave uses. Water usage will be calculated on the figures we already have from Horticulture. JH will pull the information together. This information should help in any future decision making re: autoclaves.  
**Action: JH**

iii). TechYork 09: the registration site, including the full programme & abstracts will go-live today/tomorrow. Hopefully speaker's presentations will be available on the web after the event – permission pending.

## **IC9/023 Estates issues**

No issues were raised. The minutes from the recent meeting were not yet available for circulation and will be brought to the next meeting.

## **IC9/024 Feedback from Resources Board**

i). Cleaning service level agreement: it would be useful if the agreement was available to Biology staff – SH will put a note in the Bulletin including a link to the relevant web page.  
**Action: SH**

ii). Environmental Performance minutes - Artemisia lighting: Resources Board agreed that Artemisia should pay for the extra lighting. JH & CA will liaise.  
**Action: CA / JH**

iii). Common room facilities: further complaints have been received and this will be taken to Departmental Strategy Group.  
**Action: DC**

iv). Power cuts: these are becoming more frequent and cause problems in the Department. SH will set-up a spreadsheet to log date, time, effect and noting any e-mails received as a result of the power cut.  
**Action: SH**

Any problems caused by the power-cut should be logged via Planon; urgent problems should also be phoned through.

There are some issues with re-setting the BEMS system after a power cut – mainly due to lack of resources in Estates. DC will e-mail Wayne Spaven requesting that all duty electricians are trained to interrogate and re-set the system.  
**Action: DC**

There is no back-up generator where the frogs are kept on L2 - an emergency procedure needs to be put in place.  
**Action: PC**

The power cuts affect the x-ray machine in YSBL. Sam Hart & Johan Turkenberg would like to be able to re-set the machine themselves – PC will put Johan in contact with Paul Hampshire.

**Action: PC**

v). Building energy rating: JH will be invited to Resources Board in order to explain the energy rating certificate – what does it really mean / what is the standard that the building is compared against / what can we do to improve the rating?

**IC9/025**

**Paper towels**

The current paper towels are poor quality – they are too thin and frequently fall out of the dispensers by the hand full, hence supplies often run out. The cleaners have complained to DWH. For information.

The soap supplier has recently changed. Antibacterial soap will be used in lab areas. Dispensers will not be labelled, but SH will speak to Liz Parnell asking her to reiterate these arrangements to the cleaners.

**Action: SH**

**IC9/026**

**Any other business**

**i). Storage space for compost**

The manual handling required to transport compost between the current delivery area and P block is not ideal. Storage needs: a roof to keep the compost dry, to be lockable and be able to house a full pallet of compost to be driven directly in by the delivery driver. AC thinks he might know of a suitable location – some work will be needed to bring it up to standard and AC will look into this further.

**Action: AC**

**ii). CII**

The working Group met recently – work on the new building is scheduled to start in June 09. For information.

**iii). Waste management meeting**

DC reported that [for information]:

- A waste management news letter will be produced.
- The Biomass centre has made it to the shortlist of 8 for Salix funding.
- A new confidential waste system will be introduced. Further information will follow.

**iv). Catering Consultation Group**

DC has been asked to canvass opinion re: a high street coffee shop being sited on campus. The Group were against the idea – there are already adequate catering outlets available on campus, catering and therefore profit should be kept in-house to benefit the University. DC will take this back to the Catering Consultation Group.

**Action: DC**

**v). Plant growth cabinets for disposal**

CA has two plant growth cabinets for disposal. The refrigerants have been removed. Clancy's are collecting scrap metal from the Department tomorrow. There was some discussion whether the cabinets would be taken as scrap metal, even though the refrigerants have been removed. CA will liaise with AC re: storage/collection.

**Action: CA / AC**

**IC9/027**

**Next meeting**

The next meeting will take place on Wednesday 1<sup>st</sup> April, at 2.15pm in Biology room M049.

**Calendar of meetings:**

- April: Wednesday 1<sup>st</sup> April, 2.15pm in Biology room M049
- May: Wednesday 6<sup>th</sup> May, 2.15pm in Biology room M049 – to be rearranged
- June – to be arranged.