

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting held on Wednesday 5th December 2007

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

Apologies David Hammond, Geoff Stimson

The minutes of the meeting held on 19th November 2007 were accepted.

IC7/055 MATTERS ARISING

IC7/055.1 Window washing [IC7/050.1]

CA is awaiting details from the company concerned and will forward full details to DC once received. DC has spoken to Sue Johnston who does believe that the dirt is caused by Bleachfield; Peter Goodrick does not agree and has requested a method statement, which CA will ask the contractors to provide. CA will also provide a statement reiterating that this is extraordinary dirt of the like he has not seen during his many years experience working with greenhouses. CA will send all of this information to DC.

Action: CA

IC7/055.2 Annual pressure testing of autoclaves [IC7/050.2]

This was taken to the BSF/Biology/Estates Group meeting. Len Brindley has provided PC with a list and this will be in hand. PC has informed Len Brindley that the insurance company need to use the University asset and sub-asset numbers when identifying the autoclaves.

IC7/055.3 Recent glasshouse incident [IC7/050.3]

Authorisation to work form: The trial is ongoing. There haven't been any problems with it yet, or with obtaining risk assessments and method statements from contractors.

The issue of 'joined-up' paperwork between Estates, Biology and other science departments is ongoing.

Action: DC

SH requested clarification regarding an issue with some contractors who had been sub-contracted by SES. The sub-contracted workers wanted paperwork signing and no-one from SES was available to do so. The sub-contractors were referred back to Estates in –line with their instruction regarding unknown contractors in the Department. The Group agreed this was the correct course of action.

Glasshouse risk assessments: There has been no response from Tom Flemming and this item is ongoing.

Action: DC

Supervision of contractors: There is still some confusion surrounding what contractors need with regard to asbestos training, risk assessments and method statements before starting work. The Infrastructure Team will supervise as best as they can or contractors will be referred back to Estates. This item is ongoing.

Action: DC

IC7/055.4 BMS terminal [IC7/50.4]

This is ongoing.

Action: DC

- IC7/055.5 Slip hazard [IC7.50.5]**
This is in progress and can be removed from the agenda.
- IC7/055.6 3 phase supply testing [IC7/050.7]**
Equipment still has to be identified to Ed Beckett who will check that it is on Planon. DC will act on this once problems in Estates have been resolved. **Action: DC**
- IC7/055.7 Horticulture [IC7/50.8]**

Stores yard: AC will chase Jill Thackrah re: the removal of large items of waste from the Stores yard; AC will copy his message to Sue Johnston & DC. AC will also make Allen aware of the procedure for the disposal of large metal items. **Action: AC**

Sterilisation tank: This has been reported.

Alarm system in P block: This has been reported.

Use of earphones: DN will put a note in this weeks Bulletin. **Action: DN**
- IC7/055.8 Waste management procedure [IC7/050.10]**
The document has been put on the network for access by the Committee: N/Infrastructure/Waste Management. **Action: DNm / DC**

Electrical equipment disposal form: The trial has been successfully completed and an SOP with a generic risk assessment has been produced. The information will be attached to the waste management procedure document.
- IC7/055.9 Customary days [IC7/050.11]**
The relevant staff have been informed.
- IC7/055.10 Infrastructure Team [IC7/050.13]**

Fire alarms: SH has met with Mick Elliott; the problems with the alarm in M0 will be resolved via training of the autoclave users [the detector is directly above the autoclave]. The fire alarm test in S block went well. The correct plans for A block are awaited. The re-test re: the Stores shutter will take place at 11.30am on 11th December 2007.
- IC7/055.11 Safety [IC7/053.1]**

Access to high level restricted access areas: PC and DC have met with Bailey Oliver. It was agreed that porters should not be entering labs under any circumstances and that this incident was the result of a particularly enthusiastic porter. Bailey will take this back to his staff. It was noted that the Department does not want to curb the enthusiasm of the porters.
- IC7/055.12 Infrastructure Team [IC7/053.2]**

Fire refresher training: SH reported that the fire refresher training is going well. Over 300 staff have attended so far and an extra session has been arranged. SH will send a further reminder to staff. **Action: SH**

Legionella: This is ongoing. SH is working with people in the labs in order to identify water outlets. The flushing time has been reduced from 5 minutes to 3 minutes (agreed with Wayne Spaven); the SOP will be changed accordingly. Approximately 261 outlets

have been identified for flushing so far; 214 will need valves. Some members of the Committee still need to feed back to SH and they should do so ASAP. Methods of recording the flushing of taps are being discussed; electronic recording might be the best way as records need to be kept for 5 years, however it was acknowledged that different systems might work better in different areas. SH confirmed that there isn't a tap in the lecture theatre.

Eyewash bowls and showers: SH will pass the statement to RJR who will add this to the Estates list. **Action: SH / RJR**

Sewage main: This has not affected the Memorial Garden.

IC7/055.13 Horticulture [IC7/53.3]

Growth rooms: This has been done.

Convion growth cabinets: CA is awaiting further details from the manufacturers.

Action: CA

IC7/055.14 Cleaning [IC7/54.2]

There are severe problems with cleaning at the moment. DH is off sick and it is unlikely he will return to work before Christmas. The interviews for the supervisor post took place last week; DC has not heard whether an appointment has been made. Mac does respond when DC contacts him with problems, but there is no additional support available. This is putting the cleaners under considerable strain. DC has received numerous complaints about cleaning in the Department; Sue Johnston is looking into the problems and DC will chase. Mac has requested further resources and he will forward his e-mail request to DC.

Action: DC

The carpet in M052 has been successfully cleaned and the results are good. The carpet in M023 is planned to be cleaned before Christmas.

IC7/056

Safety

Inspection of Wilson/Mountford area: There are a number of pillars in the Wilson/Mountford lab area. These pillars are the same colour as the walls making them difficult to see. This has been identified as a safety risk and coloured tape will be applied to them in order to make them more visible. AC will check whether Allen Mould already has some suitable tape and will order some if not. PC will arrange for the tape to be applied.

Action: AC / PC

Sealability testing: Tests are outstanding in the CL3 labs. The HSE require formal certification of sealability testing before a CL3 lab is commissioned. The initial test [in order for the labs to be commissioned] will be done by an external company; subsequent annual testing will be carried-out and certified internally. A nominated person from the IIU will accompany the external company when they undertake the smoke test so that this person can then undertake the tests internally in the future. DN will approach Lucy Hudson about this.

Action: DN

F1 inspection: An unknown gas cylinder containing hydrogen sulphide was discovered in James Chong's lab. A procedure is in place to identify any gases coming into the Department; this one somehow came in without going through these procedures. DN is investigating how this happened. James Chong is currently undertaking a risk assessment with a deadline of Christmas. DN informed the Committee that the risk of discharge is low.

This has raised issues re: the emergency plan. There needs to be a record of all gasses in the Department and their location. A list does exist but this needs to be kept up to date and be housed near the entrance to the Department for easy access in the event of a fire. SH will speak to Allen Mould about the existing list. Signage on the doors of rooms housing gases also needs to be improved and AC will investigate signage. Any future orders of gasses should be flagged for approval when the order is placed.
Action: SH / AC

IC7/057 Environmental Performance

DC informed the Committee that Jo Hossell, the new Departmental Energy Manager, will be starting in post week beginning the 7th January. The lead on this item will be passed onto Jo.

IC7/058 Estates issues

MS reported that 3 of the humidifiers need to be replaced. There had been some erratic readings and MS has spoken to Les Durnin; they have settled down now but there is no clear reason for the problems. MS will contact Les again for further details and to obtain a timetable of work. ERP will require a record of stable readings; MS will include this information in his e-mail to Les Durnin.
Action: MS

IC7/059 Asbestos

This was taken to the Departmental Consultation Meeting this morning – the aim is to allay any fears when the survey takes place on 11th December 2007. Information will not be put on the web as this is not a supported medium; anyone with concerns is encouraged to contact DC.

The surveys on 11th December will take place over one day and will concern priority areas only. The survey of the BSF will take place on Tuesday afternoon; PC will liaise with NC re: teaching commitments; AC will supply PC with a plan re: the recurrent collapsing ceiling tiles in Stores; G001 is on the list of priority areas for survey. Line-managers are asked to inform their staff and users that their facility will not be available for use at certain times on that day.
Action: All

IC7/060 Legionella update

This was dealt with under item IC7/55.12.

IC7/061 Identification of areas for recycling bins

The University are trying to implement a similar recycling model to that already in place in University residences, where there is approx. 1 set of recycling bins per 50 people. The Department already have a set of recycling bins in the Atrium and suggestions for further locations included: near Cookies, the Common room [DC will query whether cardboard cups can be recycled], J block stairwell, S block and H block. The Committee were asked to contact DC with any further ideas.
Action: All / DC

The University would also like to reduce the number of waste bins in office areas in order to increase the amount of waste that is recycled. The Committee agreed that this is not practical and DC has communicated her concerns to Sue Johnston. The size of bins and the number in multi-occupancy offices could be reduced and this is something that might be re-visited in the future.

IC7/062 Any other business

IC7/062.1 Ad hoc cleaning

The Department will pay for extra hours for ad hoc cleaning. The areas/items already earmarked are: Atrium kitchen fridge, Atrium tables, departmental microwaves, water

fountains and drip-trays in the water dispensers. Suggestions from the Committee included: the common room fridge and the top of the vending machine block. It was agreed that this latter item is Commercial Services responsibility and DC will e-mail John Greenwood about this. Members are asked to contact DC with any further ideas.

Action: All

IC7/062.2 New accident report forms

DC has a number of concerns regarding the new forms:

- They are supplied loose leaf rather than in a pad
- There is no reference number on the forms making tracking difficult both departmentally and in the Centre. The Centre will be asked to copy the forms back to the Department.
- There has been a lack of consultation and communication.

DC will contact Dennis Fowler with the above concerns; the Committee were asked to let DC know if they can think of any further concerns.

Action: DC / All

IC7/062.3 Christmas / emergency cover

Committee members informed DC of their whereabouts over the Christmas period:

- MS: available on 24th, 27th & 28th December.
- SHth: available on 24th December
- AC: available until lunchtime on 24th December, then mostly during the day after 27th December.
- PC: is in York throughout the Christmas period.
- CA: available until 3.30pm on 24th December and until 27th December.
- NC: available after 28th December.
- DN: not available between 25th – 29th December.

Security will work through the call-out list in the event of an emergency; the list will need to be reviewed and updated before the Christmas period. DC is putting together an 'Emergency Procedures File' for those people on the call-out list. With regard to asbestos: an instant risk assessment should be made i.e. the greater risk takes precedent.

Action: DC

IC7/062.4 Asbestos training

DC attended an asbestos awareness training session on 4th December. She found it very informative and well worth attending. DC will put the names of Committee members forward for future training sessions.

Action: DC

Next Meeting:

- January: The 2nd January meeting has been rescheduled and will take place at 2.15pm on Monday 7th January 2008, in the Williamson rooms.
- February: Wednesday 6th February at 2.15pm (room TBC)
- March: the meeting originally scheduled for 5th March to be rescheduled by RJR. **Action: RJR**
- April: Wednesday 2nd April at 2.15pm (room TBC)
- May: Wednesday 7th May at 2.15pm (room TBC)
- June: Wednesday 4th June at 2.15pm (room TBC)

Appendix 1**Estates Actions - Summary**

Date Reported	Problem	Date Resolved
11/07/07	BMS terminal – requested for the Infrastructure team – Les Durnin progressing.	
11/09/07	Glasshouse risk assessments: There has been no response from Tom Fleming and this item is ongoing.	
3/10/07	3 phase supply testing - Equipment still has to be identified to Ed Beckett who will check that it is on Planon.	
21/11/07	Supervision & induction of contractors: Clarification of paperwork and procedures to be obtained from estates.	
21/11/07	Annual pressure testing of autoclaves - This was taken to the BSF/Biology/Estates Group meeting. Len Brindley has provided PC with a list and this will be in hand. PC has informed Len Brindley that the insurance company need to use the University asset and sub-asset numbers when identifying the autoclaves.	
05/12/07	Erratic humidity readings – request made to Les Durnin for details of humidifier replacement timetable.	