

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Meeting held on Wednesday the 6th December 2006 in Room B/A/001 at 2.00pm.

Present Mr. C. Abbott, , Ms D.Cartwright, Mr. A. Collingwood, Mr. P. Crosby, Dr S. Haddock, Mr D Nelmes (DNm), Dr D. Nelson (DN), Mr. M. Snelling, Mr G Stimson, Mr C Teeling.

Apologies Mr N. Beach, Mr T. Broxup, Ms. N. Charlton

The minutes of the meeting held Tuesday 31st October 2006 were accepted.

IC6/061 MATTERS ARISING

IC6/061.1 Biology waste skip [IC6/038]

CT reported that the fencing for this has been ordered.

IC6/061.2 Fire signage [IC6/039.1.6]

Awaiting further input from the University.

IC6/061.3 Refuge point alarms [IC6/046.1]

Discussions are going on University wide regarding evacuation chairs and although Biology has no PEEP requirements at the moment, we need procedures in place and await a directive. MS queried when signage would be in place in the refuge points as alarms have been triggered due to confusion. Apparently Estates are dealing with this issue. CT concurred that he had been informed likewise.

IC6/061.4 Autoclave drainage [IC6/049.1]

CA is still awaiting figures from Hortimax but a recent new pump in the sump seems to have improved the situation. CA will monitor.

IC6/061.5 Flooring in Mechanical Workshops [IC6/049.5]

GS has been quoted £320 to rectify. PC emphasised that this is the responsibility of Estates so DC has asked for more details.

Action: GS

IC6/061.6 Badly fitting doors on incubators [IC6/050.1]

GS stated that a new door had been fitted.

IC6/061.7 Insurance [IC6/052]

Nothing further to report. AC to set up meeting with Jacky Glanville to discuss.

Action: AC

IC6/061.8 Cleanliness of communal domestic equipment [IC6/053]

CT said that Campus Services have now taken over the organisation of cleaning services and a new Service Level Agreements will be issued in time.

IC6/061.9 Return to work discussion form [IC6/045]

Some Managers have not yet had a chance to use the new forms but DC will arrange a training session for Managers. There was a general discussion about aspects of the new form and DC felt it should be available on the N drive. DNm to ensure that all on the Infrastructure Committee can access 'Labsup'.

Action: DC/DNm

IC6/061.10 Overloaded electrical sockets [IC6/057.2]

No other problems in the new building but PC said Electronic Workshops will monitor all areas when routine PAT testing is carried out.

IC6/061.11 Departmental review [IC6/055.1]

DC reported that the Departmental Review has taken place and that the Department is awaiting the outcome. DC also said that there was interest in the idea of an Energy Manager and in installing meters to monitor energy usage. Estates have also declared an interest and as Willy Hoederman is now the University Energy Manager, they will be setting up a small group to review energy use in the University.

IC6/061.12 Security door [IC6/060.1]

DC had met with John Street (JS) who felt an additional returner would solve the problem. Mark Hudson (joiner) has stated that this would cause more problems and this has been reported back to JS. Outcome pending.

IC6/062**SAFETY REPORT****IC6/062.1 Contractors working in the Department**

DN reported that there has been a complaint from academic staff regarding lack of notice when contractors are carrying out disruptive work. DC is aware and felt the new Infrastructure Office email should help to alleviate these problems (see IC6/067.2) – that is, if the Department is aware of ongoing work in the first place.

IC6/062.2 Recent safety inspections

Recent safety inspections highlighted a few issues.

- S block has a separate fire alarm system. Is it regularly checked by Estates. To check with NB.
- Emergency phones in refuge points in IIU will not be commissioned so need removing as does phones that were part of an old voice call system in the IIU entrance.
- A roof hatch in the ceiling of first floor of IIU is permanently left open and is a fire risk. SH said that this had been reported on Planon.

IC6/062.3 Ramp outside liquid N₂ store

Liquid nitrogen users in the new building have a convoluted trip to get back and DN felt this could be prevented by putting a ramp in the courtyard. PC stated this was previously looked at but to put a permanent ramp in place would obstruct doors and the idea was 'shelved'. GS stated that 2 quotes had been received for both metal and concrete ramps so perhaps it should be re-visited now.

Action: PC/GS

IC6/063

FACILITY REPORTS

IC6/063.1 Zone manager

CT reported that the Bleachfield clearance/re-building had now started. At present they were pile driving for the foundations and there should be no disruption to the Departmental access road. Concerns were expressed about the position of the site access and CT to investigate. The plans/model are available to view in the Information Centre. AC enquired whether the new build would impact on parking for Biology staff but as it is mainly a residential build CT felt there should be no problems.

IC6/063.2 Stores

AC reported that there are still problems with the increased workload which are leading to continued delays in service.

IC6/063.3 BSF

- MS reported that the recent mechanical plant failure had an impact on the unit and highlighted a lack of training for Estates call out staff as there seemed to be no understanding of which plant rooms control which buildings. MS also pointed out that although *he* had a notification that alarms were sounding, Security were unaware and therefore expressed his concern in view of the impending Christmas holiday period. Alarms have now been placed on the gas boilers that caused the initial problem but DC requested that MS follows up alarms/procedures with Siemens, Estates & Security.

Action: MS

- Still concerns over failures with the large autoclave.

- Still awaiting replacement Hepa filters. This has been an issue for over 1 year.
- Ventilation in various Cat III rooms has been rebalanced.
- Painters are re-decorating a couple of rooms.

IC6/063.4 Horticulture

- CA reported that a SAL engineer who was on site for service & validation of autoclaves admitted that some of the autoclave parts were not 'fit for purpose' and SAL were trying to source suitable replacements or look at insulation. CA was encouraged by their openness but aftersales care is still an issue, especially in view of the impending HSE visit, with one autoclave still needing a validation certificate. This will be dealt with once their one qualified engineer is back at work.
- Alistair Fitters group wish to retain the hut on the roof so CA to monitor usage.
- Greenhouse ramp [IC6/043] has now been replaced, resplendent with anti slip paint.
- Concerns over audibility of fire alarm for staff in Sanyo room (P block). DC reported that this is being dealt with and will forward CA the email.
- Concerns about prudence of painting glass houses in walled garden with gloss paint at this time of year. DC to discuss with JS.

Action: DC

Action: DC

IC6/064

ENVIRONMENTAL PERFORMANCE

IC6/064.1 Floodlights

Concerns over Atrium floodlights that have been left on during the day. This has been reported on Planon.

IC6/064.2 Radiator IIU

Concern about a radiator in IIU that cannot be temperature controlled, therefore when the room gets too hot the air conditioning is activated.

IC6/065

INDUCTION FOR NEW MEMBERS OF THE DEPARTMENT

AC commented that he had experienced problems with the Departmental induction format and new staff seemed unaware of Stores procedures. A suggested introduction of a half day induction course for staff new to Biology was discussed and DN suggested that perhaps a PowerPoint presentation available online would be helpful. All to think about the possibility and discuss again at the next meeting.

IC6/066 PROCEDURES WHEN TAKING ANNUAL LEAVE

DC reported that there seemed to be some confusion over who should be notified when leave is taken. Some discussion followed about procedures and who is informed. It was suggested that the University Calendar system could be used to inform each other and give information about any time that staff are away from the Department. DNm is to investigate setting this up for all. AC reminded all about the availability of staff over the Christmas period and that Security have implemented a new system.

Action: DNm

IC6/067 ANY OTHER BUSINESS**IC6/067.1 Access to roof spaces**

DC reported a recent incident in Physics had highlighted the dangers of unrestricted access to roof spaces and queried the access permissible in the Department of Biology. PC reported that during office hours access to roof spaces was possible but the Onity card system meant they are not easy places to get to. DN also added that at a recent meeting of the Biology Safety Committee the issue of stress was discussed and that it was emphasised that the Biology Stress Policy should be addressed as part of any support given.

IC6/067.2 Infrastructure website

DC reported that the new site is nearly ready to go 'live' and that there is also a 'general enquires' email address for anyone to contact the Infrastructure Team. DC also requested that Mechanical Workshops, Electronic Workshops & Horticulture also be put under the Infrastructure heading. There was some discussion, it was agreed to trial it but monitor and review at a later date. DNm suggested that the website link could be placed in Novell applications. AC queried whether the Infrastructure Committee minutes would be available but this is on a separate part of the web pages and is still awaiting development.

Next meeting: Thursday 11th January 2007 in B/A001 at 2.00p.m.

NOTE CHANGE OF DATE.