

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Wednesday 6<sup>th</sup> February 2008**

**Present** Dawn Cartwright (Chair), Peter Crosby, Andrew Collingwood, Sylvia Haddock, David Nelson, Trevor Illingworth, Colin Abbott, Nicola Charlton, Mike Snelling, David Nelmes, Jo Hossell, Rebecca Regan (Secretary)

**Apologies** David Hammond, Geoff Stimson

**IC8/008** **Minutes of the meeting held on 7<sup>th</sup> January 2008**  
The minutes were accepted.

**IC8/009** **MATTERS ARISING**

**IC8/009.1** **Window washing [IC8/002.1]**  
DC has not heard from Sue Johnston and will pursue with DWH. **Action: DC**

**IC8/009.2** **Authorisation to Work form [IC8/002.2]**  
The Infrastructure Team have continued to trial the form. The Committee were asked to note two amendments to the second page:

- Addition: 'plant/equipment/building fabric will be handed over to the department in a safe condition on completion of the work or cancellation of this authorisation to work'
- Amendment to the final bullet point: 'and approved' will be removed to read 'if NO – has a risk assessment and associated safety procedure / method statement been provided for the work activity YES / NO'

The form was discussed at the Science Managers meeting that took place on 5<sup>th</sup> February 2008; Chemistry already have their own version and Electronics are in the process of putting together something similar.

The form will be completed by anyone who is contracted to perform work on behalf of the University. This could include photocopier and IT technicians. The issue of regular on-site contractors i.e. contractors from Listers and Rothwells will be taken to the next Biology-Estates Group meeting. **Action: DC**

In relation to this DC tabled an A5 booklet 'Management Procedure – the Control of Contractors'. The booklet is available electronically on the H&S web site. The document is relevant to anyone who is performing work on behalf of the University but is geared towards contractors who work on the fabric of the building. DC has been advised to take a risk based approach departmentally on who should read the document and complete the acknowledgement. DC requested that all members of the Infrastructure committee who employ contractors familiarise themselves with the document and facilitate estates to organise work on the fabric of the building as they then take the responsibility for the H&S aspects of the job.

Contractors brought in by Estates still have to complete the Departmental Authorisation to Work Form. Guidelines that are appropriate to the Department need to be drawn-up, accompanied by training sessions. DC will meet with PC and SH and circulate a draft to Committee members for comment. **Action: DC**

**IC8/009.3** **Glasshouse risk assessments [IC8/002.3]**  
Tom Fleming should only be contacted as and when risk assessments are needed. In the future these jobs should go via Estates and this item can be taken off the agenda.

- IC8/009.4 BMS terminal [IC8/002.5]**  
This has been ordered.
- IC8/009.5 3 phase supply testing [IC8/002.6]**  
DC has spoken to Ed Beckett and Ed is going to look into this.
- IC8/009.6 Stores yard [IC8/002.7]**  
The items are scheduled to be removed on the afternoon of 7<sup>th</sup> February 2008. The issue of congestion in the yard and its impact on other activities was raised: the same amount of build-up is not expected in the future; any remaining items will be assessed after the removal on 7<sup>th</sup>, and PC is liaising with the Ecologists re: their items/use of the yard. Use of the yard will be closely monitored in the future, and items will be disposed of on a regular basis.
- IC8/009.7 Waste management procedure [IC8/002.9]**  
The web page has been updated accordingly.
- IC8/009.8 Legionella [IC8/002.11]**  
A notice has been put on the eye-wash bowls asking people not to use them.
- IC8/009.9 Conviron growth cabinets [IC8/002.12]**  
Quotes from the manufacturers for the lighting upgrade are still awaited; CA thinks it is unlikely they will arrive. The Electronics Workshop has provided a quote of £2,222 for the upgrade of one unit; a new unit would cost in excess of £30,000. There are two units which currently need to be upgraded; in total there are 4 units with this particular ballast and 3 with slightly different ballast. CA will liaise with JH re: quantifying the energy savings the upgrade would achieve and come back to DC to discuss where the funding will come from. This item can be removed from the agenda. **Action: CA/JH**
- IC8/009.10 Cleaning [IC8/002.13]**  
The new Team Leader starts next week; interviews for a Supervisor will take place on 15<sup>th</sup> February 2008. There are plans to employ an additional 5 cleaners between 6am – 9am and the next Recruitment Day for cleaners will take place on 20<sup>th</sup> February 2008. The level of cleaning provision within the department is still too low.
- IC8/009.11 Inspection of Wilson/Mountford area [IC8/002.14]**  
DN will ask Allen Mould to apply the tape. This is in hand and can be taken off the agenda. **Action: DN**
- IC8/009.12 Sealability testing [IC8/002.15]**  
Dates are to be arranged. This is in hand and can be removed from the agenda.
- IC8/009.13 Cardboard/P block bins [IC8/002.19]**  
The cardboard has been removed.
- IC8/009.14 Ad hoc cleaning [IC8/002.20]**  
DC has spoken to DWH and this item is in hand. DC has spoken to John Greenwood about cleaning the top of the vending machines.
- IC8/009.15 New accident report forms [IC8/002.21]**  
SH received the first completed form today. She will ensure that a record of the allocated reference number is received from the Centre. **Action: SH**
- IC8/009.16 Asbestos awareness training [IC8/002.22]**  
All of the relevant people have attended a training session. Anyone with questions/concerns is encouraged to contact PC.

**IC8/009.17 Safety: B & C blocks [IC8/003.1]**

DC emailed Keith Lilley re: concerns that we are failing our duty of care because of the delay to the fire improvement works. Keith's reply has put the onus back onto the Department suggesting that priority areas are risk-assessed until the work is done. DC, DN & SH have met to discuss this further; it was decided that priority areas are those areas where people cannot hear the fire alarm; SH has discussed with staff in these identified areas and a generic risk assessment has been completed.

Sanyo room: The beacon is not currently visible and needs to be relocated. CA will undertake and forward a risk-assessment to SH who will ensure this item is included in the fire improvement works. **Action: CA / SH**

B103: the unused gas and water services have been disconnected; removal of the sink is awaited.

**IC8/009.18 Storage space under the lecture theatres [IC8/003.2]**

SH will ask Mick Elliott to come to the Department to assess the fire risk. SH will also check whether this area is included in the delayed fire improvement works. **Action: SH**

**IC8/009.19 B/F014: hole in the wall [IC8/005.1]**

SH has followed-up; the hole is still to be made good.

**IC8/009.20 Missing filters [IC8/005.3]**

AC has not received a reply and PC will chase.

**Action: PC**

**IC8/009.21 Grounds maintenance issues [IC8/007.1]**

Gordon Eastham has agreed to sort out the various grounds issues raised – see Appendix 1.

**IC8/009.22 Departmental vehicles [IC8/007.2]**

RJR supplied PC with the relevant information. Service and MOT paperwork needs to be checked, and MOT/services arranged accordingly. DC would like all of the administrative aspects of the departmental vehicles to go through RJR.

**Action: PC/RJR**

**IC8/009.23 Security [IC8/007.3]**

DC has requested a quote from Bailey Oliver for CCTV cameras to be installed covering the Stores yard and the F block cycle sheds. DWH might be able to help with funding. DC took the proposal to Resources Board who questioned whether CCTV is successful in reducing crime levels. DC will contact Bailey Oliver for statistics on campus crime levels in relation to the installation of CCTV cameras. **Action: DC**

**IC8/010 Safety**

L block safety inspection / annual pressure testing of autoclaves: discussion regarding when this will take place and how will the sticker system be implemented in GS's absence? PC reported that the bulk of tests will take place in May this year, and it is hoped that GS will have returned to work by then.

**IC8/011 Environmental performance**

Photo cells in the Atrium & Teaching corridor: A master switch will be installed in the Atrium. There is some dispute whether a master switch is already available in the Teaching corridor – Richard Brown will supply JH with a key in order to test the unidentified switch that is already present. There is some uncertainty as to the outcome when an override switch is used on the photocells. JH will pursue this item with Estates. **Action: JH**

Meter data: JH is still trying to gain access to meter data for the Department. The system is currently being upgraded and it is hoped that JH will have access from Friday 8<sup>th</sup> February 2008. JH needs to organise training on the system and enquire whether access will be available outside of Estates. **Action: JH**

Vending machines: the Department pays for the electricity used by the machines, but the machines themselves are not under departmental jurisdiction. JH will research how much energy the machines use and the possibility of installing a timer switch. DC will put JH in contact with the correct person. **Action: DC/JH**

## IC8/012

### **Estates issues**

J block water tank: the annual water treatment will take place on Saturday 9<sup>th</sup> February 2008. PC has e-mailed the relevant people re: the water shut-off and no major issues have been raised. The treatment of the water tower will affect A – F corridors; this will be programmed for a Saturday in the near future.

E1: some asbestos work has been undertaken in order to remove an old cold room. A new cold room is in place and is waiting to be commissioned. The work uncovered some paint flaking off asbestos tiles; these are to be treated. A004a and G001 are to be put right in the next 2 – 3 weeks.

Biology-Estates Group: Reference to the BSF has been removed from the title of this group, although the Group still discuss issues relating to the BSF. It was agreed that the Group should report to Infrastructure Committee and future minutes will be included in the agenda.

## IC/013

### **Recording of annual leave on flexi sheets**

There is a risk of people using more than their annual leave allocation under the new format sheet. DC has taken this issue to departmental HR Committee and asked that comments be taken to the University, although HR Committee feel that neither the department nor University has the resources to issue individual flexi sheets. In the meantime the departmental Personnel Department will send round an e-mail to staff reminding them to look at the bottom line of their flexi sheet when calculating their remaining annual leave allocation [this figure takes into account the Bank Holidays and customary days that individuals are required to enter into their own flexi sheets]

## IC/014

### **Insurance for contractors**

All contractors working on-site must have valid employer's liability insurance and public liability insurance with indemnity of at least £5M. Details of the policies, including the expiry date, will be recorded on a database and hard copies kept on file. The University Insurance Section and then Estates used to record this information, but the task now needs to be brought in-house and will be maintained by Infrastructure.

Purchasing will check the database when orders are submitted to see if the contractor has up to date insurances; the order will not be processed until up to date details have been received and the database updated accordingly. Obtaining the appropriate certification will be the responsibility of the individual placing the order.

The Infrastructure Team is in the process of putting together a database and appropriate guidelines. It would be useful if the database could be shared across science departments as there will be some cross-over in contractors hired to undertake work; DC will speak to Ian Jennings about this. **Action: DC**

**IC/015**

**York Extra**

DC requested that all members of the Committee enable their computers to open York Extra automatically during start-up each day. York Extra is an important tool in informing staff and students of changes and events taking place across the University; DC feels that this resource is essential in raising manager's awareness of issues across the University. The facility is available through the Novell application launcher: York Extra \ Install YE Previewer: double click and select 'Yes'. If an error message is received install Java, which is available under Misc. Applications, and repeat the process.

**Action: All**

**IC/016**

**Any other business**

No other business was raised.

**Next Meeting:**

- March: March meeting: Tuesday 18<sup>th</sup> March, 2.15pm (Williamson Rooms)
- April: Wednesday 2<sup>nd</sup> April at 2.15pm (Biology room M049)
- May: Wednesday 7<sup>th</sup> May at 2.15pm (Biology room M049)
- June: Wednesday 4<sup>th</sup> June: TO BE REARRANGED. **Action: RJR**

## Appendix 1 Biology grounds – problems

<b>Problem</b>	<b>Action</b>		<b>Completed</b>
1. Area between M & P block glass link and wooden screening has never been cleaned since building works were completed – looks particularly unsightly for visitors to P block and the offices overlooking the area.	Remove large stones, add some top soil, plant a few evergreen shrubs. Agreed – to be performed by Hort staff, paid for by DC.	Gordon Eastham approved work – he will provide mulch and poss some plants.	
2. Area between M and L wings is drab and unkempt, visually not helped by the sycamore seedlings that have been allowed to grow amongst the ground cover plants.	Gordon Eastham to remove seedlings to Hes East.	GE	
3. A number of trees planted in the grass area alongside F0 have died and need to be replaced.	To be replaced, few more evergreens to be planted.	Grounds staff	
4. The gravel areas in the main car park look scruffy as the gravel is kicked about exposing the ground cover membrane. A lot of gravel is now on the car park itself – this needs sweeping up.	To be swept with gravel put back appropriately. Black membrane to be recovered. Few more plants to be planted.	Grounds staff	
5. Makeshift fence near IIU looks unsightly. Cyclists now using the grass on the other side of the barrier – do we need to put some shrubs there to deter them?	Fences to be taken down. Agreed that not much more can be done re: cyclists.	Grounds staff	
6. Leaves need clearing from area around IIU as they blow into the link and block the doors.	To be cleared. Put further requests onto planon as required.	Grounds staff	Cleared 01/02/08
7. Lighting along Wentworth way not working.	Pursued by zone managers.	Lights on Biology side now on.	
8. Wentworth way trenches need filling in.	Contractors actioning this.		January 08
9. Excessive number of speed humps on Wentworth way	Zone Manager.		
10. Wooden structure screening a piece of plant is unsightly – can this be improved on?	Probably no – planting around it will help.		
11. Planting the grass bank alongside the main access road with species of daffodils would look good !!			

**Appendix 2****Estates Actions - Summary**

<b>Date Reported</b>	<b>Problem</b>	<b>Date Resolved</b>
06/02/08	<b>BMS terminal</b> – this has been ordered – further information is awaited [see minute IC8/009.4]	
06/02/08	<b>Glasshouse risk assessments:</b> This has been removed from the agenda [see minute IC8/009.3]	
3/10/07	<b>3 phase supply testing</b> - Equipment still has to be identified to Ed Beckett who will check that it is on Planon.	
21/11/07	<b>Supervision &amp; induction of contractors:</b> Clarification of paperwork and procedures to be obtained from estates.	
21/11/07	<b>Annual pressure testing of autoclaves</b> - This was taken to the 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	<b>Erratic humidity readings</b> – request made to Les Durnin for details of humidifier replacement timetable.	Humidifiers commissioned Feb 08
06/02/2008	<b>B/014 – hole in the wall:</b> The hole in the wall presents a potential asbestos risk. SH has followed-up; the hole is still to be made good [see minute IC8/009.19]	