

University of York Department of Biology

INFRASTRUCTURE COMMITTEEMinutes of the meeting held on Wednesday 6th October 2010

- Present** Dawn Cartwright (Chair), Mark Bentley, Andrew Collingwood, Jo Hossell, Lucy Hudson, Trevor Illingworth, David Nemes, David Nelson, Phil Roberts, Cressida Schofield (Temporary Secretary)
- Apologies** Colin Abbott, Nicola Charlton, Sylvia Haddock, Alan Haigh, Steve Howarth, Claire Inman
- DC welcomed PR to his first meeting. DC advised that RJR's position was currently being advertised and thanked CS for volunteering to help out until such time as the position was filled.
- IC10/075** **Minutes of the meeting held on 1st September 2010**
The minutes were accepted.
- IC10/076** **MATTERS ARISING**
- IC10/076.1** **Technology Facility Safety Inspection (Safety) [IC10/056.5]**
Bioscience computer room – high temperatures: this is ongoing.
- IC10/076.2** **Driving Risk Assessments [IC10/063.3]**
DC, DN & SH met to discuss the generic key requirements for drivers. SH has these and will discuss with Paul Waites regarding publishing these online. AC confirmed that CB checks vehicles on a weekly basis.
Action: SH
- IC10/076.3** **Photocopiers [IC10/063.6]**
IJ had spoken to IT services who are moving forward with the new software. This had been taken to Donna Lyon. Ongoing.
- IC10/076.4** **New Staff [IC10/063.7]**
RJR had circulated the current list of changes to Committee members. Christine O'Dea (VLE) would accommodate E003 along with Prof. Hartley's PA. Lorna Warnock would accommodate E111. This is ongoing and DC will keep the Committee informed of any further changes.
- IC10/076.5** **F0 External Panels [IC10/063.8]**
DC, LH & AC agreed this would be reported on Planon and that there would be no need for an inspection.
Action: LH
- IC10/077** **Safety**
- i). Fire improvement works: DC will keep chasing.
Action: DC
- ii) Horticulture autoclave: Still awaiting a quote for a replacement autoclave. Replacement value is required quickly in view of the fire alarm issues on the day of the CII official opening.
Action: CA
- iii). Security in the Walled Garden: Increased security is still required for staff working in the Walled Garden either alone or late at night. It was agreed that this was especially pertinent for Michi Hofreiter's group. Estates had installed a padlock to improve security, however there is now the risk of staff being locked in. LH to meet with users and discuss options. Ongoing.
Action: LH
- iv) Compound Area: This area is generally used by Phil Ineson's group but Sue Hartley and Jennifer Rowntree will also require use of this area. There has been an issue with pallets causing a fire hazard and the waste disposal bins being moved causing an Health and Safety issue. It was agreed that a small action group be formed consisting of AC (Stores), DN (Safety) and LH (Operations) to oversee the general housekeeping of the compound. It was also agreed that someone would speak to a member of Phil Ineson's group on an informal basis regarding housekeeping.
Action: AC, DN & LH

v) Stock Chemicals: Following various groups de-commissioning there has been an increase in the amounts of waste chemicals being left behind, which have been left for Infrastructure (Allen Mould) to deal with. It was agreed that the responsibility for the disposal of stock chemicals should revert to the relevant group head. DN suggested a handover procedure. DC agreed that action was required but conceded that there would be difficulties. DC & JH discussed the possibility of a database and an amnesty. DN would consider a forward plan and look back at previous methods. AC suggested raising this matter to the Safety Committee. This was agreed. **Action: DN, AC, DC**

IC10/078 **Environmental Performance**

i) Vending Machines: JH reported that a motion sensor had been fitted to the Atrium KitKat machine. JH would continue to monitor the effects this has on energy expenditure. JH also reported an ongoing problem with the Atrium coffee machine in that the energy meter was affecting the de-humidifier, causing the cups to jam.

ii) Ineson Group Car Batteries: The issue of installing solar panels to power the trickle charge required to power Phil Ineson's field trip car batteries was raised. JH would look into the cost effectiveness of this and whether anything else could be run off the batteries to increase their productiveness. DN & LH would check that batteries are not causing an Health & Safety issue.

Action: DN & LH

iii) External Lighting: JH requested that external light bulbs were changed to low energy and asked if Estates would be liable for the cost. JH would check with Roger Hartshorn.

Action: JH

IC10/079 **Feedback from the Resources Board meetings**

From minute IC10/066 Refrigerant gas top-up: LH will check with Paul Hampshire that he is undergoing training. LH would also check whether Paul Bushnell was carrying out the training. Post meeting comment. Paul Bushnell confirmed Paul Hampshire will attend a course in November.

Action: LH

IC10/080 **Feedback from the Biology-Estates Group meeting of 10th June 2010**

From minute IC10/067 Jobs update / progress on Planon: This is ongoing.

Action: DC

IC10/081 **Any Other Estates Issues**

i) Departmental Lifts: The question was raised about whether anyone in Estates Services was trained to release persons trapped in a lift. DC will refer to the Estates Committee to check. Post meeting comment. Estates Services MAs are trained to evacuate occupants from lifts when trapped.

Action: DC

IC10/082 **Onity Doors**

SH has amended the SOP.

IC10/083 **Resurfacing of Wentworth Way**

This was raised at the Estates Meeting. An anonymous comment was received. Issues of liability and safety were raised. DC agreed to raise at the next Safety Committee meeting on the basis of Health, Safety & Welfare.

Action: DC

IC10/084 **Exterior Walkway: J Block**

DN reported a safety issue with the exterior walkway adjacent to J Block in that there was a severe drop to one side of the pathway. One accident had already been witnessed. LH would inspect and report on Planon.

Action: LH

IC10/085 **Biology Concourse Re-fresh [IC10/073.1]**

This has now been completed and all agreed that they were very pleased with it. JH raised the issue of access to the vending machine meters. PR asked where the display art had gone.

IC10/086 **BioArch Charges [IC10/073.2]**

These have been sorted awaiting agreement as to the funding source. It was confirmed that BioArch carry out their own PA testing. Only BioArch will remain in S Block once YCCSA relocate to Heslington East.

IC10/087 Cleaning Issue in P block [IC10/073.3]

This matter is ongoing.

Action: SH

IC10/088 Freezer Call-out [IC10/073.4]

This matter is ongoing.

IC10/089 Any Other Business**i). Q Block Plant Room Key:**

TI said he was continuing to encounter difficulties obtaining the Q Block plant room held at Reception. There are two keys available, LH holding the other. LH advised MB would build a key box, which would be fitted with an Onity lock outside F004. Users would then replace any key taken with a named tag. TI requested he be issued with his own key and it was agreed a formal request would be made to Paul Bushnell. LH suggested that demand for the key would calm down.

ii). York E-Purchase: AC hopes to finish roll out by November. He was receiving positive feedback.

iii). Lockers: Phil Ineson had made a request for lockers suitable for use by cyclists in the shower area. This was considered but it was agreed that there was insufficient space in the showers rooms.

iv). Clearance Of Estates Cupboards: LH reported that some estates cupboards on L1 contained equipment and slides that were 8 years old and requested permission for a skip. DC granted permission. It was also mentioned that these items were blocking access to pipeworks. DNs confirmed that digital data was held for one year only

v). Old Chairs In Blue Containers: Tim Bird is trying to set up a 'freecycle' style system to dispose of these. Ongoing.

IC10/086 Next Meeting

The next meeting will take place at 2.15pm on Wednesday 10th November in Biology room J005. A call for agenda items will follow nearer the time.

Calendar of meetings:

- November meeting: Wednesday 10th November, 2.15pm, room J005 **PLEASE NOTE CHANGE OF DATE**
- December meeting: Wednesday 8th December, 2.15pm, room J005 **PLEASE NOTE CHANGE OF DATE**
- January Meeting: Wednesday 5th January, 2.15 pm, room J005