

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Meeting held on Wednesday 7th February 2007 in Room B/A/001 at 2.00pm.

Present Mr. C.Abbott, Mr N.Beach, D.Cartwright, Ms. N. Charlton, Mr. P.Crosby, Dr D.Nelson, Ms N.Pirozek(JP), Mr G Stimson.

Apologies Dr S. Haddock, Mr T. Broxup, Mr. M.Snelling

The minutes of the meeting held Wednesday 6th December 2006 were accepted with the exception of IC7/003.2 which should have read £1800 rather than £180.

IC8/001 MATTERS ARISING

IC8/001.1 Annual leave logging [IC7/001.5]

A calendar has now been set up and is in use.

IC8/001.2 A004 Intruder alarm [IC7/003.3]

No action has taken place so far.

IC7/001.3 Cleaning of Goods Inwards yard [IC7/003.4]

Some of the pallets and boxes have been cleared. AC would look at sourcing a more suitable container for electrical waste and PC would contact Chris Teeling to arrange cleaning of yard.

Action AC/PC

IC8/002 INDUCTION

Glenda Foster is currently working on a virtual departmental handbook which could possibly incorporate the information we require. If not it is suggested the Infrastructure team produce a short PowerPoint presentation to send to new arrivals also giving individuals the option to arrange meetings with section managers.

IC8/003 SAFETY

IC8/003.1 White Rose

- AC and DN met with White Rose to discuss our waste requirements and to ensure we were complying with the new categorisation system. Some radioactive waste will also be sent through White Rose in the future.

IC8/003.2 Gamma Counter

- Paul Pryor is to buy a Gamma Counter from Perkin Elmer which space would need to be found for.

- It was noted that the cost of disposal should also be taken into account.

IC8/003.3 HSE Visit

- The HSE GM inspection had gone well. The only issue raised was the Sulphur burners in the green house which we were asked to review the safety measures for. It was noted that a possible problem could arise if the timers went out of sync due to power interruptions or faults occurring.

IC8/003.4 Autoclave Checks

- GS confirmed that all benchtop autoclaves are being registered as they arrive in the department.

IC8/003.5 Suspicious package guidelines

- SH would circulate the department with the University guidelines on dealing with suspicious packages.

Action SH

IC8/004

FACILITY REPORTS

IC8/004.1 Infrastructure Team

- Shepherd Engineering Services have taken over building system management from Hadens.
- Work would commence in B102a from the end of February to convert the Bioinformatics suite to an MSc Student suite which is moving from Wentworth.
- Refurbishment of E1 should commence around April/May.

IC8/004.2 Horticulture

- The damaged glass in the Walled Garden has been replaced.
- Damage to insect screening in P block glasshouses still requires fixing.

IC8/004.3 Teaching

- The temperature in teaching is falling below the legal minimum of 16 deg at times.

IC8/004.4 Stores & Purchasing

- The Agresso upgrade is currently scheduled for the end of June to avoid downtime during term-time. Agresso could be unavailable for a maximum of 10 working days.

IC8/005

ENVIRONMENTAL PERFORMANCE

A request would go to Resources Board to ask purchasers of freezers to source low energy freezers.

IC8/006 EMERGENCY CALL OUT LIST**IC8/006.1 Call out list**

More volunteers are required for the call out list. SH will keep the list up to date.

IC8/006.2 Freezer call out

AC suggested that we need to find a couple of extra volunteers to be added to the automated dial out for alarm response.

IC8/007 FIRE INSPECTION

The inspection went well. Concerns were raised about the emergency exits from the B002 & 6 lecture theatres and the western exit from Teaching.

IC8/008 TIMING OF PERFORMANCE REVIEWS

DC asked for those responsible for carrying out performance reviews to look at starting them earlier in the year rather than leaving them until the end of the year. JP suggested it was good practise to carry out a review for new starters when they had been in post for a month.

IC8/009 SICKNESS ABSENCE REPORTING

AC asked if the guidelines could be reviewed, as at present some staff contact Andrea, others contact their line manager and other leave messages with colleagues. JP would look at raising the issue at an academic staff meeting and possibly the departmental consultation meeting.

Action JP

IC8/010 LAPTOP INSURANCE

AC proposed the idea of setting up a voluntary departmental fund for users to pay into now the University has no laptop insurance. The issue would be raised when AC and PC meet Jacky Glanville next week.

IC8/011 ANY OTHER BUSINESS**IC8/011.1 Last working day before Christmas**

DC reported that to ensure equal treatment of all staff, no special early leaving arrangements would be offered in future on the afternoon of the last working day before Christmas.

IC8/011.2 Norman Beach

NB will switch to a 0.5 post from the end of March and retire at the end of July. SH would take over responsibility for Fire Risk Assessments.

IC8/011.3 Health and Safety Department

The Health, Safety and Environment Advisory Service are changing their name to the Health & Safety Department.

Next meeting: Wednesday 7th March 2007 in B/A001 at 2.00p.m.