

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Monday 7th January 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

IC8/001 Minutes of the meeting held on 5th December 2007

The minutes were accepted.

IC8/002 **MATTERS ARISING**

IC8/002.1 **Window washing [IC7/055.1]**

CA has requested a method statement and risk assessment from the contractors; a reply is awaited and CA will forward to DC when received. DC has forwarded information already provided by CA to Sue Johnston; DC will follow-up with Sue.

Action: CA / DC

IC8/002.2 **Authorisation to Work form [IC7/055.3]**

The form has been used a few times without any problems; it has yet to be tested with contractors working in labs. The form may need amending in line with new management procedures re: contractors at work. DC will discuss the new management procedure at the Science Managers' Meeting, which is scheduled to take place on Tuesday 8th January. The form will be taken to Resources Board before being rolled-out to the rest of the Department.

Action: DC

When work is arranged by the University PC makes a note on the forms that the relevant assessments are logged with the University and have not been seen in Biology.

SH is working on an SOP to accompany the form.

IC8/002.3 **Glasshouse risk assessments [IC7/055.3]**

Tom Fleming has not responded. The risk assessments are not currently urgent and DC does not intend to chase as a sole item, instead she will include along with other issues for Tom Fleming's attention when they arise.

Action: DC

IC8/002.4 **Supervision of contractors [IC7/055.3]**

This item is ongoing.

Action: DC

IC8/002.5 **BMS terminal [IC7/055.4]**

This item is ongoing.

Action: DC

IC8/002.6 **3 phase supply testing [IC7/055.6]**

DC will speak to Ed Beckett about the 3 phase supply testing when she meets with him to discuss the generator load testing on 29th January. Testing in Horticulture is overdue. CA was informed [by Estates] that the growth cabinets are on the Estates system and would be automatically tested when necessary; DC will communicate this to Ed.

Action: DC

- IC8/002.7 Stores yard [IC7/055.7]**
YorWaste have been contracted to remove the existing items in the yard at a cost of £1,000. It is expected that the University will pay for this but the Department may be asked to contribute. The University still need to implement procedures for the lifting/removal of heavy items of waste and DC is liaising with Sue Johnston about this.
Action: DC
- IC8/002.8 Use of earphones [IC7/055.7]**
DN put a note in the Biology Bulletin regarding the use of earphones.
- IC8/002.9 Waste management procedure [IC7/055.8]**
The document is available on the departmental web pages. A procedure for the disposal of low-energy light bulbs has been added and SH will update the web page accordingly.
Action: SH
- IC8/002.10 Fire refresher training [IC7/055.12]**
The training went very well with staff attendance at 92% and PhD attendance at 70%. There was some concern over the low attendance of PhD students and Julie Knox is looking into this. DC thanked SH for all of her work on this.
- IC8/002.11 Legionella [IC7/055.12]**
The eye-wash bowls can't be removed at the moment due to the asbestos restrictions. SH will put a notice on the eye-wash bowls asking people not to use them. Work will start on the valves in M block during the week beginning 14th January 2008; the work will then be ongoing.
Action: SH
- IC8/002.12 Conviron growth cabinets [IC7/055.13]**
A decision whether to buy new Conviron growth cabinets or to redesign the lighting in them is still to be made. The R22 refrigerant is still legal for use but this might not always be the case and this is worth bearing in mind when the decision is made. CA is waiting to hear from Conviron re: solutions to the lighting ballast problem; CA and TI are also liaising to see if an internal solution can be found, which might be cheaper and more energy efficient than Conviron.
Action: CA / TI
- IC8/002.13 Cleaning [IC7/055.14]**
There is a Team Leader covering Biology, but this is a temporary arrangement. There is, as yet, no supervisor in post. Cleaning has improved in response to issues raised with Sue Johnston.
- IC8/002.14 Inspection of Wilson/Mountford area [IC7/056]**
Re: visibility of pillars in the lab area: this is ongoing.
Action: AC / PC
- IC8/002.15 Sealability testing [IC7/056]**
DN has spoken to Lucy Hudson and she has agreed to accompany/observe the contractors when they undertake the sealability test with a view to undertaking annual tests internally in the future. PC will arrange the initial test by external contractors and will liaise with Lucy throughout the process. A similar system will be applied to sealability tests in the BSF.
Action: PC
- IC8/002.16 F1 inspection: Gas cylinders [IC7/056]**
SH has updated all records kept with the fire log-books. SH will check for new cylinders when undertaking safety inspections.

- IC8/002.17 Estates issues: Dehumidifiers [IC7/058]**
Work on the dehumidifiers in the BSF will start the week commencing 14th January 2008.
- IC8/002.18 Asbestos [IC7/059]**
The restrictions imposed re: the possible presence of asbestos is slowing-down work in the old building; this includes some urgent/serious jobs such as roof leaks.

CA reported that Horticulture have vacated G001 - reply/proposals from Estates regarding this room are awaited.
- IC8/002.19 Identification of areas for recycling bins [IC7/061]**
Areas in the Department have been identified and bins [to be supplied by the University] are awaited.

DC confirmed that the cardboard coffee cups from Cookies can be recycled.

There is a pile of cardboard by the bins outside of P block. This causes a fire risk and also looks untidy. SH will e-mail Jill Thackrah about this, stating that the cardboard poses a fire risk; SH will copy DC into the e-mail. **Action: SH**
- IC8/002.20 Ad hoc cleaning [IC7/062.1]**
DC was unable to contact DH prior to Christmas as he was off work sick. DC will check whether DH is back at work and pursue this item with him. **Action: DC**

DC has contacted John Greenwood about the top of the vending machine block and this should be in hand.
- IC8/002.21 New accident report forms [IC7/062.2]**
These have been supplied in a pad.

Re: reference numbers: the current proposal is for the Centre to allocate reference numbers when they receive completed forms; the Centre will then copy the form, along with the allocated reference number, back to the Department. SH will monitor this system when sending forms to the Centre. **Action: SH**
- IC8/002.22 Asbestos awareness training [IC7/062.4]**
No further sessions have been announced. DC will inform the Committee if/when further sessions are announced. **Action: DC**
- IC8/003 Safety**
- IC8/ 003.1 B & C blocks**
The following issues in the main lecture theatres were highlighted during a recent safety inspection:
- Fire exit signs need to be illuminated
 - There is no lighting in the courtyard, which is a fire assembly point
 - Electrical equipment, which is the University's responsibility has not been PAT tested
 - B103: unused gas and water services are still live following modifications to the computer station
- As Centrally bookable rooms the above works are the University's responsibility and SH will check if any of the above works are included in the delayed fire improvement works schedule. Once SH has checked the delayed fire improvement works schedule DN will

e-mail DH reminding him that the outstanding works need to be completed; DN will copy DC into the e-mail.
Action: SH / DN

IC8/003.2 Storage space under the lecture theatres:

Surplus equipment is currently stored under the lecture theatres, some of this is combustible and the area needs to be cleared and tidied. Caution needs to be exercised as some of this equipment rests against asbestos sheets however, the asbestos risk is low. The asbestos risk along with current staff absences means that the area will not be cleared immediately, although ad hoc porters could be employed to undertake the work. 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 schedule.
Action: SH / DN

IC8/004 Environmental performance

DC welcomed Jo Hossell as a new member of the Committee. JH will attend Infrastructure Committee meetings in her capacity as Departmental Energy Manager. Environmental Performance will be a regular item on the Committee agenda and JH will speak to this item in future meetings.

Issues raised:

- Controls being implemented on the radiators in the corridors and washrooms – to prevent them being turned-up too high
- Lighting issues/controls including the sensors in the Atrium and teaching corridor

JH will look into the above issues.

Action: JH

IC8/005 Estates issues

IC8/005.1 B/F014: hole in the wall

The hole in the wall presents a potential asbestos risk. Estates are aware and SH will follow-up.
Action: SH

IC8/005.2 Departmental Zone Manager

Ian Hagyard is currently off-sick, which means that Biology does not have a dedicated Zone Manager. Graham Tucker is covering Ian's duties as Zone Manager at the moment.

IC8/005.3 Missing filters

The filters were signed for on delivery to the University and AC does have the name of the signatory. If the filters can't be located the Centre should be asked to cover the cost of new filters.
Action: AC

IC8/006 Account statements

AC queried why it takes so long for the budget to appear on the monthly accounts statements. There have been some problems with the accounts statements in recent months and it was suggested that members keep a note of their budget for reference until it does appear on the statements.

IC8/007 Any other business

IC8/007.1 Grounds maintenance issues

The Committee agreed that the grounds surrounding the Department are generally looking untidy and in need of some care. The following areas in particular were highlighted:

- Car park at the front of the new building, with particular reference to the pebbles and black sheeting
- The area between L and M wings is looking overgrown and untidy
- The area between workshops and K block is also looking untidy
- The approach road (Wentworth Way) has some serious pot-holes and is unlit at night; lack of lighting is particularly worrying by the zebra crossing

Committee members are asked to e-mail DC with any further concerns re: grounds maintenance and DC will pursue with the Centre. **Action: All / DC**

IC8/007.2 Departmental vehicles

CA expressed concern that some users are leaving petrol tanks empty and that booking sheets are not being completed correctly. This causes major inconvenience for the next user and there is also a risk that costs are not being recovered. RJR will check the vehicle booking system and let PC know who used the 4x4 before CA. **Action: RJR**

IC8/007.3 Stores yard – security

Proposals to make the Stores yard more secure are being investigated. PC will follow-up with Bailey Oliver and obtain proposed costs for the next Zone meeting. **Action: PC**

IC8/007.4 Departmental Christmas tree

PC thanked TI and SH for looking after the departmental Christmas tree this festive season.

Next Meeting:

- February: Wednesday 6th February at 2.15pm (Biology room J005)
- March: the meeting originally scheduled for 5th March to be rescheduled by RJR. **Action: RJR**
- April: Wednesday 2nd April at 2.15pm (Biology room M049)
- May: Wednesday 7th May at 2.15pm (Biology room M049)
- June: Wednesday 4th June at 2.15pm (Biology room M049)

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.	Work is scheduled to start week beg 14/01/2008
07/01/2008 (at meeting)	B/014 – hole in the wall: The hole in the wall presents a potential asbestos risk. Estates are aware and SH will follow-up.	