

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

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

Present **Mr N Beach, Ms D Cartwright, Ms N Charlton, Mr A Collingwood, Mr P Crosby, Dr S Haddock, Mr D Hammond, Mr D Nelmes, Dr D Nelson, Mr M Snelling, Mr G Stimson, Mr C Teeling**

Apologies **Mr C Abbott, Mr T Broxup,**

The minutes of the meeting held Wednesday 7th February, 2007 were accepted with the note that Andrew Collingwood was also present.

DC started the meeting by introducing David Hammond who will be taking over as the new Zone Manager from Chris Teeling on 2nd April 2007. Thanks go to Chris Teeling for all his help and guidance.

IC7/012 MATTERS ARISING

IC7/012.1 Cleaning of Goods Inwards yard [IC7/003.4]

May need to establish procedures for regular removal of waste as 'Gator' collections seem sporadic. CT will speak to Estates and arrange a collection this time but DH will review the situation when he takes over. The removal of weeds can be dealt with via Planon.

Action CT

IC7/012.2 Gamma Counter [IC7/003.2]

Space has been found for the gamma counter on L0.

IC7/012.3 Suspicious package guidelines [IC7/003.5]

Further to this item: these guidelines do not mention using a 'bomb bin'. It was felt that this bin was therefore not required and could be removed from the Department. DC to arrange with Security.

Action: DC

IC7/012.4 Timing of performance reviews [IC7/008]

MS asked for the last sentence to be clarified – was the performance review in addition to the induction reviews. DC to clarify with Personnel.

Action: DC

IC7/013 SAFETY

IC7/013.1 Sulphur burners

Following the recent HSE inspection, CA has produced a revised risk assessment for the use of sulphur burners. There will also be periodic testing of Greenhouse 1 to ensure no significant leakage. Shepherd Engineering Services will follow up the sealability testing of other rooms in the Department.

IC7/013.2 Ramp for liquid nitrogen

Quotes will be obtained to submit to the zone funding programme

IC7/013.3 Refurbishment of labs on E1

It had been noted that restricted access would be required as the facilities will

be category II. A local stand alone Onity door should be suitable.

IC7/014 FACILITY REPORTS

IC7/014.1 BSF

- MS reported that new humidifiers are soon to be commissioned. DC requested that an email is sent requesting confirmation that the others have been repaired (with DC copied in)

Action: MS

- LTE is the new autoclave contractor and validation of autoclaves will be one of the priorities as extra runs are currently having to be carried out

IC7/014.2 Infrastructure Team

- NB reported that a recent report from ARUP on fire exits has highlighted a few issues. DC asked if a working party could be set up with DC/SH/NB and this would liaise with Estates (Bill Burns). CT/DH also asked to be included in any meetings. NB to set up a meeting.

Action: NB

- PC reported that work on B/102a had not started yet and asked if there was a time-frame for moving out of Wentworth. CT said at present there was no time limit.
- PC reported that the plans for B/E1 new labs have been re-designed but work will be starting asap.
- PC reported that following recent interviews a new part time graphics technician will be starting at the beginning of April.

IC7/014.3 Mechanical Workshops

- GS reported that at long last the floor in Workshops has been repaired
- Pressure vessels/autoclaves will be due the annual insurance check on 8-10 May 2007. GS to co-ordinate with Teaching.

IC7/014.4 Teaching

NC reported no particular issues except the ongoing problems with temperature. As the worst of the cold weather should now be over, the cold working conditions were expected to be replaced shortly with hot working conditions. It was requested that temperatures be continually logged in the Teaching laboratories for future discussion with Estates about appropriate heating requirements.

IC7/015 ENVIRONMENTAL PERFORMANCE

DC still awaiting support from estates for the departmental plan.

IC7/016 ANY OTHER BUSINESS

IC7/016.1 Flexitime

DC reminded the meeting about confirming with Personnel if 'official' flexi spreadsheets were used to ensure that line managers could have access to the file. MS queried 'time off' using flexi. DC confirmed that this has to be cleared with their line manager and ensure that it did not affect the running of the group/department.

IC7/016.2 Recent health & safety incident

DC reminded the meeting that this was still under investigation and we are

awaiting an inspection by the HSE.

IC7/016.3 New posts

DC reported that 2 new posts will soon be advertised. A part time Receptionist and a shared Administrator/Secretary.

IC7/016.4 Insurance

DC confirmed with CT/DH that the insurance visit the following week was still taking place. It was confirmed that J0 entrance door is still a security problem.

IC7/016.5 Online training

AC reported that the POD office has an online training course on Diversity in the Workplace that line managers may like to consider as we are a 'Service' committee.

<http://york.marshallacmtraining.co.uk/>

Next meeting: Wednesday 4th April 2007 in B/A001 at 2.00p.m.