

# UNIVERSITY OF YORK

## Department of Biology

### INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 7 December 2011

Present: Dawn Cartwright (chair)  
Lot Doucet  
David Nelmes  
Nicola Charlton  
Sarah Dwyer (sec)  
Colin Abbott  
Lucy Hudson  
Trevor Illingworth  
Sylvia Haddock  
David Nelson  
Mark Bentley  
Louise Lindgren

Apologies for absence were received from: Jane Whyman, Alan Haigh, Andrew Collingwood and Phil Roberts

#### **IC11/079 MINUTES**

DN **noted** that the comment about wooden stools [IC11/075] not being best practice was an observation by himself and not the HSE

#### **IC11/080 MATTERS ARISING**

##### **Documentation for new security staff [IC11/066]**

LH **confirmed** that this has been done and forwarded to the Security advisors; she will go through it with them in the New Year **Action: LH**

##### **Safety – wooden stools [IC11/075]**

DN **reported** that there are 236 wooden stools in the department (102 stools in Teaching and 134 in the rest of department); he estimated it would cost about £6K to replace all of them. DN **noted** that replacement of the stools is not urgent and that they are not a safety hazard; DC **noted** that this may be considered if there is budget at the end of the financial year but it is on hold for now

##### **Environmental Performance [IC11/076]**

This is covered later in the minutes

##### **Green Impact [IC11/077]**

This point is covered later in the minutes

##### **Any other business [IC11/076]**

(i) Heating issues in K1 admin area/Reception – DC **reported** that she spoke to JH about alternatives to supplementary heaters but this has not been resolved yet **Action: DC**

MB reported that he is going to put up some cardboard on one side of Reception to see if it works before spending money on some Perspex. There was a discussion about exactly where the Perspex should be fitted and SH agreed to switch off one of the automatic doors

**Action: MB/SH**

(ii) NC **reported** that the roof leaks are still there; LH to chase Estates

**Action: LH**

#### **IC11/081 MINUTES OF RESOURCE BOARD**

There were no queries about the minutes of the Resource Board meeting

#### **IC11/082 DEPARTMENTAL EQUIPMENT BIDS**

DC **noted** that she would like to see any bids from Infrastructure before they are submitted to the Research Committee

#### **IC11/083 SAFETY**

DN **noted** that he has arranged for himself and LD to meet with Roy Noakes of Chemistry regarding waste laboratory chemical clearance with the aim of reducing paperwork

**Action: DN/LD**

DN **noted** that it is important to use the SOLAR online accident reporting system for reporting near misses as well as accidents

#### **IC11/084 5 MOST SIGNIFICANT ENVIRONMENTAL IMPACTS**

A discussion was held about the department's 5 most significant negative environmental impacts, the following list was created:

1. Electricity – Ventilation
2. Electricity – Laboratories
3. Electricity – Offices
4. Waste – chemicals, paper, radioactive waste, obsolete equipment
5. Water

#### **IC11/085 ENVIRONMENTAL PERFORMANCE CHRISTMAS TOPICS**

Each member of the committee gave a short talk on their chosen Christmas Environmental topic:

SH – give to charity instead of buying Christmas cards / buying gifts from charity shops rather than commercially

LH – Real versus fake Christmas trees

DN - Highlighting the importance of switching off electrical items over the Christmas holidays – will be a note in the Bulletin to remind people and also email out the message too / could email list of Departmental Safety Monitors directly to remind others in office/lab to switch off

TI – Incandescent versus LED Christmas lights

SD – Top 5 Environmental tips for Christmas

CA – Peat: is there an alternative

MB – Cutting down on wrapping paper and waste on presents

NC – Christmas sherry: don't drink it, drive it

DC – Christmas food – how far has your Christmas dinner travelled?

DNlms – Wear an extra layer to work, don't turn up the heating

DC thanked everyone – the session was really interesting. It was agreed that some of the information could be put into the bulletin.

#### **IC11/086 GREEN IMPACT**

SD **reported** the following update:

- Most members of the team have registered for the online Green Impact workbook

- Most members of the team have made at least 2 Green Impact pledges – many were already doing several, if not all of the pledges
- The area covered by the Infrastructure Green Impact team is the work areas of each member of the Infrastructure Committee
- Members don't need to do anything with the online Green Impact workbook, it is there for their information/interest
- Several of the workbook tasks have been completed
- SD has created an auditable file with evidence of the actions being taken
- SD may need some help with some of the bigger tasks such as auditing the switch off stickers

**IC11/087      ANY OTHER BUSINESS**

There was no other business

**Date of the next meeting:**

**INFRASTRUCTURE COMMITTEE DATES – ACADEMIC YEAR 2011 / 2012**

| <b>Day</b>     | <b>Date</b> | <b>Month</b> | <b>Year</b> | <b>Room</b> | <b>Time</b> |
|----------------|-------------|--------------|-------------|-------------|-------------|
| <b>Tuesday</b> | 10          | January      | 2012        | J005        | 2.15pm      |
| Wednesday      | 1           | February     | 2012        | J005        | 2.15pm      |
| Wednesday      | 7           | March        | 2012        | J005        | 2.15pm      |
| <b>Tuesday</b> | 3           | April        | 2012        | J005        | 2.15pm      |
| Wednesday      | 9           | May          | 2012        | J005        | 2.15pm      |
| Wednesday      | 6           | June         | 2012        | J005        | 2.15pm      |
| Wednesday      | 4           | July         | 2012        | J005        | 2.15pm      |
| Wednesday      | 5           | September    | 2012        | J005        | 2.15pm      |