

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Wednesday 10<sup>th</sup> June 2009**

- Present** Dawn Cartwright (Chair), Trevor Illingworth, Peter Crosby, Colin Abbott, Wendy Crosby, Sylvia Haddock, Jo Hossell, Andrew Collingwood, David Nelson, Mark Bentley, Rebecca Regan (Secretary)
- Apologies** Mike Snelling, David Hammond, Geoff Stimson, David Nelmes
- IC9/047 New member**  
DC welcomed Mark Bentley as a new member of the Committee. Mark is a Senior Technician in the Mechanical Workshop and will replace GS on the Committee when GS retires.
- IC9/048 Minutes of the meeting held on 10<sup>th</sup> June 2009**  
The minutes were accepted subject to the correction of a spelling mistake: Mark Loraine's surname was spelled wrong under minute IC9/045 vii.
- IC9/049 MATTERS ARISING**
- IC9/049.1 Wentworth / Goodricke Way [IC9/039.4]**  
AC will e-mail DWH about the resurfacing of Goodricke Way. The message will be copied to DC.  
This item can be removed from the agenda. **Action: AC**
- IC9/049.2 Autoclave replacement plan [IC9/039.7]**  
This is ongoing. PC has a report from CA re: the horticulture autoclave. JH's investigations into energy use are ongoing [a full report was given later in the meeting under Environmental Performance]. Quotes for the replacement of the Teaching Autoclave are being sourced.  
**Action: PC**
- IC9/049.3 Power cut / fire alarms (Safety) [IC9/039.8]**  
This was actually resolved and should not have appeared as an action point.
- IC9/049.4 Artemisia lighting [IC9/039.9]**  
This has been resolved – the PI has agreed to pay for the extra lighting.
- IC9/049.5 Storage space for compost [IC9/039.10]**  
CA now has a key. The space needs to be swept before use and CA will sort this out. A new order for compost has been placed and it will be delivered to the new storage space on arrival.
- IC9/049.6 Change to Planon requests (from Biology-Estates Group minute 09/002 k) [IC9/039.13]**  
A response has still not been received from Estates / the Planon User Group, and is unlikely to be received in the near future. A Planon upgrade is imminent. This item can be removed from the agenda.
- IC9/049.7 Pipe installation for hydrogen cylinder (D0) [IC9/040 i]**  
Estates are attending to this. This is in-hand and can be removed from the agenda.
- IC9/049.8 -80 freezers (Environmental performance) [IC9/041 iii]**  
This was publicised in the Bulletin.
- IC9/049.9 Advertising seminars to students [IC9/045 ii]**  
DC took this to Information Committee where it was agreed not to move forward. It was largely felt that a screen was not the best way to publicise seminars, and the suggested location would not 'catch' a large number of viewers. Other ways of advertising seminars to students will be discussed.
- IC9/049.10 Storage space for BSF [IC9/045.iii]**  
DC has not received and further suggestions. This is ongoing and the Committee were asked to send any further ideas to DC.

**IC9/049.11 PAT testing [IC9/045 v]**

SHth has produced new guidelines, which DC is looking at.

**Action: DC**

**IC9/049.12 Fire risk assessment – rooftop glasshouse [IC9/045 vii]**

SH has e-mailed Jo Hardy re: training; a response is awaited. The ladder is the only emergency exit from this greenhouse and anyone who works in the area must be trained – access can be controlled and anyone who hasn't undergone training will not be granted access. Anyone with concerns should not work in the area and should not be forced to do so.

There is some concern that the ladder does not conform to current acceptable safety standards. SH will check this with Mark Loraine. Work currently being undertaken in the greenhouse is under licence; the licence was granted due to the restricted access / isolation of the facility. This may cause problems if the escape route is deemed unsafe / an alternative escape route can't be found.

**Action: SH**

**IC9/050 Safety**

i). Restricted access / cleaners: there are a number of areas where access to cleaning staff is restricted. The list is regularly updated and DWH and the Cleaning Supervisor informed. A recent incident highlighted the need for improved signage for these areas. A new traffic light system, aimed at cleaning staff, is currently being developed – Chris Tealing is working on this. This would provide clearer / more consistent signage throughout science departments; additional signage could also be used to supplement the traffic light system.

ii). Swine flu pandemic: it is important that the Department manages people's anxiety and concern over the likely pandemic. The Department should be reassured that all reasonable measures are being taken to reduce transmission i.e. cleaners paying special attention to door handles and plates, the availability of disinfectant sprays/wipes and masks from Stores. DC will contact DWH to find out what contingencies are in place for the zone. AC will increase the Stores stock of paper towels – there are regular and consistent shortages available to the cleaning staff. AC will also ensure that Stores has a good stock of disinfectant wipes for high-risk areas e.g. computer keyboards, telephones, desks etc. AC will publicise availability in the Bulletin. The Committee noted that AC has enquired about the necessity of sick-notes as sufferers will be encouraged to stay away from GP surgeries.

**Action DC / AC**

**IC9/051 Environmental performance**

i). Autoclaves: JH has used a 3 phase monitor to estimate energy use figures for the two central services autoclaves: a one hour run uses approx. 5.5 kw; a five hour run approx. 32 kw; on tickover approx. 3 kw per hour is used. These two autoclaves are left on all of the time – the supplier believes this to be more energy efficient. The monitor will be used to estimate the energy usage of other autoclaves in the department to see which ones are the most energy efficient, and what is the most energy efficient way to run them.

**Action: JH**

JH has been asked whether autoclaving or incineration is the most sustainable route for the disposal of offensive waste material. Neither is particularly sustainable, but JH is looking into alternatives provided by external waste management companies. Off-site autoclaving/recycling would reduce departmental costs thus increasing the green credentials. JH is liaising with companies and looking into cost.

**Action: JH**

ii). Dual tariff electricity: it has recently been discovered that the Department is on a dual tariff for electricity – electricity is approx. 20% cheaper between 12am – 7am. JH is looking into the possibility of swapping some processes to take place between 12am – 7am e.g. growth cabinets and chambers; timers are available from JH to facilitate this.

**Action: JH**

iii). Voltage reduction: a Sheffield based company will manufacture and supply the kit. Work on the substation will start soon [asbestos removal and widening of the doors]. Biology has two transformers and each one will be switched off for between 7 – 10 days during installation. The Bioscience building can run on one transformer alone. Work will take place in September 09 or December 09/January 10 – these are the lowest energy usage months and the one transformer will not be overloaded.

**Action: JH**

iv). Cycle racks: There was a request for additional cycle racks – demand is expected to rise when

the CII building work starts [the new CII build does include provision for 100 new cycle spaces]. PC has requested additional temporary loops alongside K block and is awaiting a response from the Centre. The Committee noted that the racks at the teaching end of the Department are currently under-used. A Car-park Working Group is about to be launched; their remit will include the cycle policy.

**IC9/052 Feedback from Resources Board**

DC highlighted the following items:

- Emergency contingency for swine flu pandemic
- Teaching microscopes
- Waste disposal costs - it has been agreed that Teaching costs will be departmental
- Request by the Centre to release the departmental meeting rooms to central timetabling – the Department has proposed that Biology 3rd year modules are moved into K018 wherever possible, thus freeing-up centrally timetabled rooms for teaching. The Department is keen to maintain control of its meeting rooms wherever possible. DS has written to the Registrar and a response is awaited.

**IC9/053 Estates issues**

i). Safety inspection / Estates response: it transpired on a recent safety inspection that Estates are not responding proactively to problems with a CAT 3 ventilation system. The problems have been identified on the BMS system. The lab have chased Estates about the problem, but Estates should already be aware and deal with proactively. The Committee noted that this is an ongoing problem throughout the building. Estates are short staffed and this seems to be the standard way forward at the moment.

**IC9/054 Any other business**

Nothing was raised.

**IC9/055 Next meeting**

The next meeting will take place at 2.15pm on Wednesday 8<sup>th</sup> July, in Biology room J005.

**Calendar of meetings:**

- July meeting: Wednesday 8<sup>th</sup> July, 2.15pm in Biology room J005
- August / September meeting: Thursday 20<sup>th</sup> August, 2.15pm in Biology room M052
- October meeting: Wednesday 7<sup>th</sup> October at 2.15pm, room TBC