

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting held on Tuesday 11th September 2007 in the Williamson Rooms at 2.30pm

Present Dawn Cartwright (Chair), Andrew Collingwood, Mike Snelling, Colin Abbott, David Nelmes, Sylvia Haddock, David Nelson, Rebecca Regan (Secretary)

Apologies David Hammond, Nicola Charlton, Peter Crosby, Geoff Stimson

The minutes of the meeting held Wednesday 4th July were accepted.

IC7/039 MATTERS ARISING

IC7/039.1 Window washing [IC7/034.1]

This is ongoing. The company with the equipment are based in Holland and this is causing a problem. CA will pursue with Hortimax. **Action: CA**

IC7/39.2 Annual pressure testing of Autoclaves [IC7/034.3]

It was decided that laser printed labels will be adequate. These have been produced and passed to GS who will give them to the engineers to stick on the machines when testing. **Action: GS**

IC7/039.3 Recent glasshouse incident [IC7/034.4]

DC met with John Street and Tom Fleming to discuss who takes responsibility for contractors on site and the outcome was that the contractors are the responsibility of whoever requests them to come on site.

Tom stated that it is expected that we request and assess risk assessments and method statements for our contractors/engineers prior to any work being performed. Health & Safety and Estates can be contacted for expert advice regarding the appropriateness of the risk assessments. As this is going to present problems within the Department guidelines are currently being drawn up by DC and the infrastructure team. The Department will be informed of the requirements at some time in the future by DC.

Lubron was contacted as a test case and they do have their own assessments.

DN has an example 'Permission to Work' form and will provide copies for the next meeting; this will be useful in providing sample headings on which to base the Departmental form/system. This will work alongside the risk assessment form detailing fire alarms, exits etc. which is given to contractors when they report to Biology Reception on arrival. **Action: DN**

Colin will forward the glasshouse risk assessments to DC who will send them to John Street and Tom Fleming for verification.

Action: CA/DC

MS will check whether the contractors fitting the new hood have adequate risk assessments. **Action: MS**

The Infrastructure Team/Committee will draw up a method statement for ad hoc risk assessments e.g. the decommissioning and disposal of the conviron growth cabinet, which will take place in the next few weeks.

IC7/039.4 Local exhaust ventilation testing [IC7/035.1]

The LEVs have been tested; Les Durnin has the documentation.

IC7/039.5 Ventilation grilles [IC7/035.3]

Grilles in need of cleaning will be picked up on safety inspections and SH will notify the Cleaning Supervisor who will allocate the task one of the cleaning team.

IC7/039.6 Smell on E0 [IC7/035.4]

This has been sorted and no further complaints have been made.

IC7/039.7 IT & Computing [IC7/036.1]

DC has contacted Les Durnin twice and has not received a reply. DC will chase Les again.

Action: DC

IC7/039.8 Atrium lights [IC7/037.1]

The photocell can't be overridden. The lights didn't last long. The switch had been tampered with and has now been re-set and seems to be ok. The lights along the teaching corridor are now also on a photocell. It was considered too expensive for the stairwell lights to be on a photocell.

IC7/039.9 Energy manager [IC7/037.3]

The Energy Managers post was advertised last week

IC/039.10 Slip hazard [IC7/035.5]

The tape on the floor outside the freezers on F0 is working ok. The taped area can be washed but not buffed. It was agreed that tape should be applied to all areas where there is a slip hazard; the layout of the tape will be standardised throughout the Department i.e. length, amount of strips, spacing etc. DN will ask Allen Mould to lay the tape. The tape will be purchased from DC's account; x3 rolls will be ordered by AC.

Action: AC/DN

IC7/039.11 Flooding update [IC7/038.3]

A procedure in the event of future emergency flooding is being developed and will be circulated once completed.

Drainage: DC will be reporting to the next meeting of Resources Board re: potential problems caused by Bleachfield putting extra load on the drains.

Autoclaves (x3 on P0): According to the meters 4,000 litres of water is being drained each run. This could account for the problems with the filtration system. An autoclave shut-down procedure will be included in the emergency flooding procedures. 4,000 litres seems like a lot of water and this will be looked into with the manufacturers once the monitoring has been completed. CA will bring the final figures the Infrastructure Committee.

Action: CA

IC/040

Waste Management

DC informed the Committee that the Dept needs to have procedures in place for the disposal of all waste in Biology and it is essential that waste is dealt with and disposed of correctly. DC is writing the 2nd draft of a Waste Management Procedure document; the final document will be put on the web as a resource for the whole Dept with the proviso that the Infrastructure Team will advise on any waste not covered by the document.

DC will distribute the 2nd draft to all Committee members for comment, and to ask them to highlight anything that is missing; any ideas will be discussed at the next meeting.

The draft will also be taken to the key service meeting for comment. **Action: DC/All**

Andrew will re-label the old recycling bins. **Action: AC**

IC/041 Committee member replacement for Tom Broxup

The Committee agreed that it is essential that the Electronics Workshop is represented at the meetings. DC will speak to Trevor and Steve and suggest they rotate their attendance.

Action: DC

IC/042 Absence reporting and the Infrastructure calendar

The procedure for attending hospital appointments etc. will be to inform your line manager that you will be away and to enter on the Infrastructure calendar as 'away'. No further detail is necessary.

IC/043 Facility Reports

IC/043.1 Safety

Most recent safety inspection: DN expressed concern regarding testing of the 3 phase supply. There are some areas where testing by Estates is very good and others where it is rather spasmodic if at all. DC will take this to the next meeting of the Biology/BSF/Estates Group, which is due to take place in October. DC will e-mail Ed Beckett for details of the Estates programme of testing, to include all equipment to be tested and the frequency of testing; as a department we need to ensure that all equipment on the list does get tested.

Action: DC

IC/043.2 Infrastructure Team

- Fire improvement works: The planned fire improvement works have been postponed by the Director of Estates. Some electrical issues have come to light. DC is attending the Fire Key Service meeting on 13th September.
- External contractors: External contractors are now provided with a sheet detailing emergency procedures i.e. alarms, escape routes etc.
- Reception: Reception is back up to speed and they are liaising with Paul Waites regarding the new staff database, which will be launched in December.
- Room bookings: The room bookings system will be amended to include the new BBC rooms.

IC/043.3 IT & Computing

The Information Systems Developer post has been advertised. This person will be an expert in web based information systems and will hopefully ease Paul Waites' workload.

IC/043.4 Horticulture

- Decommissioning of the conviron growth cabinet: Electronics have salvaged as much as possible for spare parts. Paul Hampshire from Estates has recovered the refrigerator gas; it is now safe and needs to be 'stickered'. A large box is all that is left for disposal and a decision needs to be made about where to put this before delivery of the new conviron cabinet is taken, which is expected in the next 6 weeks. In the future CA will ask companies to include disposal in their quote for new machines, although this was not a suitable option for this cabinet. DC would like to arrange removal through the University. CA, DC and AC will meet to discuss this.

Action: CA/DC/ AC

- Electrical safety testing in the walled garden: Estates have sufficient funding to do update the electrics in one room in the next few months. Although the other 2 rooms are usable, horticulture are trying to avoid use until the work is performed.
- Sterilisation tank located on the void: There is a possible legionella issue and it would be sensible to remove the tank and reinstate the old drainage system. Sylvia has spoken to Estates and will pursue this. **Action: SH**
- Alarm system in room in P block: This is awaiting final connection; SH will put this on Plannon. **Action: SH**

IC/043.5 BSF

- Contract work:
 - 18/09/2007: installation of new extract, which will take approx. 3 days.
 - 18/09/2007: new class II hood is being delivered; the commissioning engineer will look at it on 19/09/2007.
 - Buffers: installation will take 3 days. A quote is being prepared.
- Training: Sheena Smart will be attending a technicians seminar in London. This is an annual seminar and Karen Travis attended last year.
- Staffing: Jenny Redwood's replacement – the post needs to be advertised via an agency.
- Sealability testing: the majority of the main facility has been tested. Marika Kullberg's area and the cat III area still need to be done. 4 rooms have been completed in the IIU. SES will complete the work on the grilles and then the smoke tests can be carried out.

IC/043.6 Stores

Louise Lindgren will be working in Stores 10 hours per week, to replace Richard Bingham.

IC/044

Any other business

IC/044.1 Onity cards

The Committee discussed whether Onity cards should be displayed by members of the Department and visitors at all times – like an ID card. This would save any awkwardness in challenging people who you don't recognise when going through Onity controlled doors. DC to look up previous decisions regarding this.

Action: DC

The next meeting will take place at 2pm on Wednesday 3rd October 2007, in room B/A001.