

Department of Biology Infrastructure Committee
Minutes of the meeting held on Wednesday 2nd February 2011

Present: Dawn Cartwright (Chair), Andrew Collingwood, David Nelson, Phil Roberts, Steve Howarth, Sylvia Haddock, Lucy Hudson, David Nelves, Mark Bentley, Jen Lee, Sarah Dwyer (Secretary)

Apologies: Colin Abbott

IC11/007 Minutes of the meeting held on 5th January 2011

The minutes were accepted as written

IC11/008 Matters arising

Meeting rooms [IC11/002.2] No further progress, DC still to speak to Peter Ashton regarding the programming required for the transfer of the heating schedule.

Action: DC

Exterior walkway [IC11/002.4] The walkway has been filled with topsoil.

Q Block cycle sheds [IC11/002.6] Tagged cycles have now been removed.

Service Level Agreements [IC10/110 i] – Cleaning SLAs for meeting rooms to be forwarded to Biol-Infrastructure when completed.

Action: JW

Environmental Performance [IC11/004] – This is covered later in the minutes

IC11/009 Safety

- a) Slipping on link between M & P blocks – someone slipped on water on the floor, short term there has been slip tape put down the link every 12 inches, long term it could be resurfaced. It is unlikely that the circumstances leading to the water on the floor will happen regularly.
- b) Recent safety inspections – Bench top autoclaves require annual inspections, however locally it is not known if many of the machines have been inspected. DN previously asked for stickers to show whether inspections were completed but this doesn't seem to be happening. A proper check is needed of all machines, pressure cookers should also be included, LH volunteered to do this. AC will provide the stickers.
Action: LH
- c) The use of pressure cookers in the department was discussed, DN to decide if this issue should be escalated to the Safety Committee.
Action: DN
- d) P Block water temperature - it was noted that there have been some complaints about the temperature of the water in P block toilets being too hot.
- e) Liquid nitrogen – DN not sure if people are still following the procedure to restrict access to liquid nitrogen when it is delivered to the department; AC and LH to keep an eye on this and check that delivery drivers are aware of issue.
Action: AC / LH

IC11/010 Environmental Performance

- a) AC produced a report for the recent EPG meeting – this can be viewed with EPG minutes.
- b) Science Warehouse has reduced the number of catalogues it sends out, AC has been editing supplier's mailing lists and removing names of staff members who have left the department and larger suppliers are taking away old catalogues

c) Sylvia to request an additional can recycling bin for stores

Action: SH

IC11/011 Parking for Contractors

To be followed up by CA at the next meeting

IC11/012 Statutory and Compliance Training

- a) As part of the performance review this year staff members are expected to complete statutory and compliance training. DC asked how people have been getting on – feedback was positive. Eventually ResourceLink will allow all staff and their managers to access their training records on line. For now they should all be stored on the N Drive in the training folder which can be accessed by HR. Dawn reminded all that the training records should be updated after training has taken place.
- b) LH has spoken to Lois Gregory who has agreed to present a face to face version of the Diversity Training for Biology staff who would prefer this training style to on-line. LH to discuss with Biology Training Manager (JCP)

Action: LH

IC11/013 Issues with the Onity Security System

The support for Onity at company level has just about disappeared and it takes Reception hours to make any changes to the system. DC had a meeting with Bailey Oliver and Phil Foster to discuss contingency planning and the way forward. The University has installed the KABA system on the Hes East Campus and will continue to install it in new & refurbished buildings. A trial in H block was suggested; however the cost would have to be covered by the department so it is currently on hold; DC to raise the profile of this project.

Action: DC

IC11/014 Additional Bank Holidays

JL confirmed that there is a teaching workshop planned for the Royal Wedding bank holiday, therefore some teaching staff may need to work on that day. The default is that the department is closed unless people specifically need to be in. SH to check whether Onity system will be put on bank holiday setting as access will be needed to centrally timetabled teaching rooms.

Action: SH

IC11/015 any other business

- a) Feedback from Resource Board – DC to put regular item “Resource Board minutes” on agenda and SD to circulate Resource Board minutes with Infrastructure Committee agenda
- b) Foul drainage work on campus – replacing and updating existing drainage on Campus, this work is very necessary. Will affect pathways and some car park space
- c) York Carnival – DC has been contacted by the Events Director of York Carnival who would like to hold a Krispy Crème Donuts stall in the Atrium, this was agreed.
- d) LH asked if everyone was happy with the new colours in the teaching corridors, she also noted that pricing has been done for carpeting the corridors.
- e) Removal of asbestos above the cold rooms – this will be completed this week. DC voiced her appreciation to the Infrastructure team for all the hard work which has gone in to this.
- f) FO door link is constantly on closed – this is going to continue because the outer door has a very long delay and is therefore not very secure; there have been no complaints from CII about this.

Action: SD

Date of next meeting: The next meeting will take place at 2.15pm on Wednesday 2nd March 2011 in room J005