

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

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

Present: Dawn Cartwright (chair)
Jen Lee
Sarah Dwyer (sec)
David Nelmes
Sylvia Haddock
Andrew Collingwood
David Nelson
Steve Howarth
Mark Bentley
Lucy Hudson

Apologies for absence were received from: Colin Abbott and Phil Roberts

IC11/057 MINUTES

The minutes of the meeting held in 6 July were **accepted**

IC11/058 MATTERS ARISING

Smoking outside the concourse [IC11/050]

It was **reported** that a sign has been put on the wall and the contractors have moved so the picnic tables can be moved now too

Action: MB

Biology Estates circulation [IC11/052]

SD **noted** that she has included J Whyman in the Biology Estates circulation list

****Urgent Fire Detector Isolation** [IC11/053]

SH **reported** that Estates are aware the notice period required to temporarily cap fire detectors is too long, however no alternative procedure has been devised to deal with this issue. DN **noted** that a lack of clear procedure was "driving this issue underground". To be discussed at the next Biology Estates meeting.

Action: DC

Teaching Temperature [IC11/056]

It was **reported** that the temperature is now too cold, LH to place on Planon. LH **noted** that she has spoken to Chris Stanley and Dave Barber in Estates; they plan to do a full investigation of the temperature problems once the new term starts.

Action: LH

IC11/059 Minutes of Resource Board

MB asked whether Research Grants will request equipment for the Mechanical Workshop; DC **noted** that the purchase of equipment is currently under discussion within the Department.

IC11/060 Safety

DN noted the following points from a recent Safety Inspection:

1. It was **noted** that there was disquiet about the leaking roof in YSBL; this has been sorted
2. It was **requested** that the drainage from E0 to the Compound be improved because it is difficult to transport Liquid Nitrogen to the X-Ray facilities in YSBL after heavy rainfall

Action: MB

IC11/061 Environmental Performance

DN gave an overview of Safety and environmental performance noting that he has limited opportunity to directly impact the environment however he has influenced other areas in the Department as follows:

- In previous safety inspections people had complained of being cold; DN followed up on this and it led to the installation of insulation and therefore increased environmental performance
- DN has had involvement with reducing unnecessary autoclaving; this has an impact on reducing energy usage and machine maintenance costs
- DN has been promoting alternatives to Ethidium Bromide which results in less dangerous waste going in to the environment and smaller risks to the health of laboratory workers
- A drive to reduce the amount of aqueous radioactive liquid going in to the wider system has resulted in a downward trend over the last 8 years
- GM plants and seeds must be carefully controlled so they don't disturb the natural balance of inhabitant species in the local environment

DN summarised that a large part of his job role involves environmental protection

IC11/062 Green Impact Training

DC asked what the general feeling was about green impact training. It was **concluded** that the Department is already quite heavily involved in environmental performance and therefore attainment of the Bronze level award shouldn't be too onerous. It was **noted** that S Dwyer will be attending the Green Impact Training and she will feedback at the next Infrastructure meeting.

Action: SD

IC11/063 Feedback from Security Review Meeting

DC **noted** that the Security Department has had a feedback session with her and hopes to have regular feedback meetings in the future.

LH is going to produce documentation for new security staff to familiarise them with Biology and is going to work with them on Critical and Freezer Alarms

Action: LH

DC **reported** that Security would like to be notified when people are lone working out of hours so they can pass by on their rounds; MB to notify Security if he is working late.

Action: MB

IC11/064 Any other business

(i) DC **reported** that clarification on CE marked equipment had been received from Tim Bird. He states "If a product does not conform to the relevant legislation it should not be procured. If it is alleged to conform, but does not carry the CE mark then I suggest that we should attempt to obtain some assurance of conformity from the supplier."

(ii) AC **discussed** the problems of contractors parking in the Stores yard and the entrance to it. It was **decided** that contractors for specific jobs may be allowed to park there, however they must display their mobile phone number clearly in their vehicle windscreen; LH and SH also agreed to leave a note on the Stores white board when any such occurrences were likely to happen.

Action: LH/SH

(iii) LH **reported** that routine testing of the -80°C Freezer alarms is no longer necessary as the new alarms will automatically test themselves once a month. LH **noted** that the new alarms will be slowly rolled out to all freezers in the Department.

Date of next meeting – Wednesday 5 October 2011 in J005 at 2.15pm

**** = to be discussed further at Biology Estates**

APPENDIX 1

INFRASTRUCTURE COMMITTEE DATES – ACADEMIC YEAR 2011 / 2012

Day	Date	Month	Year	Room	Time
Wednesday	5	October	2011	J005	2.15pm
Wednesday	9	November	2011	J005	2.15pm
Wednesday	7	December	2011	J005	2.15pm
Tuesday	10	January	2012	J005	2.15pm
Wednesday	1	February	2012	J005	2.15pm
Wednesday	7	March	2012	J005	2.15pm
Tuesday	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	8	August	2012	J005	2.15pm
Wednesday	5	September	2012	J005	2.15pm