

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 5 October 2011

Present: Dawn Cartwright (chair)
Jane Whyman
Lucy Hudson
Colin Abbott
Mark Bentley
Trevor Illingworth
Sarah Dwyer (sec.)
Sylvia Haddock
Nicola Charlton
David Nelson
David Nelmes

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

IC11/065 MINUTES

IC11/058 (smoking outside the concourse) was clarified for SH

IC11/066 MATTERS ARISING

Smoking outside the concourse [IC11/050]

LH reported that the Picnic tables have been moved from the area; there has been no feedback from staff but we are likely to find out in the next few weeks when students arrive whether Teaching smells of smoke anymore.

Urgent Fire Detector Isolation [IC11/053]

DC reported that after discussions in the Biology Estates meeting last week it was agreed that Biology cannot have its own procedure as it would be unsafe. Estates agreed to reduce the notice period to 1 week when they employ another electrician. LH reported that she has emailed Paul Bushnell asking Estates to acknowledge when they have deactivated an alarm; she is still awaiting a response.

Teaching Temperature [IC11/056]

LH reported that Chris Stanley and Dave Barber visited Teaching on Tuesday 4 October, they are going to produce a report about lost heat from the ceilings and windows; LH will inform the meeting of the results. **Action: LH**

Drainage from E0 to the Compound

MB reported that he has drilled some holes in the gravelled area and he is awaiting some heavy rain to test it.

DN stated that a similar problem has been raised, which is outside the radiation store this was highlighted during a meeting with the University Radiation Protection Officer. The Environment Agency now requires organisations to be aware of storing radioactive material in areas at risk of flood. It was agreed to consider inserting additional drainage holes and sealing the wooden baton around the storage door. **Action: LH/MB**

Green Impact Training

SD feedback following the Green Impact Training; the main points were:

- Green Impact is an NUS initiative which is now spreading in to other Public sectors
- The University of York Green Impact Workbook criteria will be based on the University's Carbon Management Plan and should be published w/c 10/10/11
- Green Impact coordinators are being sought to lead teams to implement Environmental good practice
- The program is seen as ongoing and teams are expected to make green improvements year on year

It was agreed that the Infrastructure Committee will form a Green Impact Team and that SD will lead this initiative; SD to report back with more information/actions at the next meeting

Action: SD

Documentation for new security staff

LH reported that she hasn't yet written any induction documentation due to the workload of the ongoing review of the Critical Alarm List and working on the installation of -80°C freezer alarms; once this work is complete LH will work with Security on the induction paper work

Action: LH

Notification to security of late working

DC reiterated that anyone working late should notify Security. DN noted that as part of the Lone Working Arrangements there should also be at least one other person aware when individuals are working alone. He also noted that for high risk activities he would expect more formal arrangements to be in place.

Contractors parking near stores

LH reported that she and SH have chatted with Andrew Collingwood and everything is fine.

IC11/067 Minutes of Resource Board

There were no minutes of Resource Board to circulate

IC11/068 Minutes of Biology Estates

DN asked for clarification on the Duct work cleaning program; LH confirmed that it relates to BSF and CII only. The ductwork is now a ppm on Planon and a job sheet will be raised every 2 years for ductwork inspection.

Action: LH

DN asked for clarification on the Air Change Ratios; LH confirmed that it related to the BSF

SH asked for confirmation of what a Fire Damper is; **Fire dampers** are passive fire protection products used in heating, ventilation, and air conditioning (HVAC) ducts to prevent the spread of fire inside the ductwork through fire-resistance rated walls and floors.

IC11/069 Safety

DN reported that he had raised the Safety issues earlier in the minutes

DN reported that the HSE Biological Agents unit will be visiting the department from Tuesday 11 October until lunch time on Thursday 13 October

DN also reported that the Environment Agency will be visiting the department on 31 October to look at the storage, use and disposal of Radiation

IC11/070 Electrical Safety Checks for Glasshouse Lighting

CA reported that the Glass House supplementary lighting has not been checked for some time and that some of the Walled Garden lights have not been checked since 2004. CA questioned if it is necessary to have lights electrically safety checked and whether the P Block lamps need to be checked. It was agreed that LH will contact Estates to ask for advice on this matter and the testing of electrical sockets.

Action: LH

IC11/071 Any other business

(i) DC reported that there will be a Research Council UK visit in October

(ii) CA noted that he had heard there is an EU Directive about looking at people working under bright lights and asked if we need to plan for this change.

(iii) JW thanked everyone for their patience with the reduced number of cleaning staff during the Wentworth Dig Out and noted a few cleaning concerns. LH noted that cleaning standards have improved. JW to check if Rapid Response have been contacted about cleaning the toilet floors **Action: JW**

(iv) DN noted that the cleaning of door handles and hand plates on doors etc could be improved; DNlms noted that the link between F block and H Block doesn't look clean

(v) DNlms informed the meeting about some new Power Management software and it was agreed to trial the software on several computers for one month

(vi) LH post-meeting information about the Walled Garden lighting:

The fixed wire testing is scheduled as follows:

- Every year - Public entertainment areas, engineering workshops
- Every 3years - Horticulture areas such as Glasshouses
- Every 5 years - All other areas.
- Edd Beckett assured LH that the walled garden lighting has been tested within the required timeframe and that some old stickers may be misleading

Date of future meetings – please see table below

INFRASTRUCTURE COMMITTEE DATES – ACADEMIC YEAR 2011 / 2012

Day	Date	Month	Year	Room	Time
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