

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 18 July 2012

Present: D Cartwright, N Charlton, S Haddock, P Roberts, M Bentley, L Hudson, S Dwyer, S Howarth, C Abbott, D Nelson, A Collingwood, D Nelmes

Apologies for absence were received from: H Daniels

IC12/041 MINUTES OF THE MEETING HELD ON 13 JUNE 2012

IC12/042 MATTERS ARISING

Generator Fumes affecting P Block [IC12/037] - LH noted that Richard Bebb agreed to speak to the Generator Company to see if there is anything that can be done with the exhaust. The possibility of testing the generator at 4pm once a month had been suggested by Estates but it was agreed that it would be better to look at the exhaust route.

TF Safety Inspection [IC12/037] – LH noted that in the Biology Estates meeting Chris Stanley and Phil Dalgleish agreed to price up for cooling and Brise soleil to address the temperature issues in B/C/102A.

Teaching overhead ventilation [IC12/035(iii)] - NC noted that this is still ongoing, there have also been problems with condensation and the situation is currently being assessed. **Action: NC**

B102A ceilings asbestos removal [IC12/040(ii)] – this is complete

IC12/043 MINUTES OF RESOURCE BOARD

(i) Waste recycling – DC reported that all recycled waste is moving down a co-mingled route i.e. all waste is mixed together. Waste bins in student areas are already labelled at 'Co-mingled'; Biology has agreed to trial this scheme and a meeting has been held to discuss a way forward. Two new bins will be placed in the Atrium with notices saying what can be placed in them (purchased by Biology). All other recycling bins in Biology are to be relabelled to say that recyclable waste except food and glass can be put in these. **Action: LH**

DC noted that there will be a food waste trial starting soon too; the cleaners will be emptying these bins. Once the food caddy bins arrive in the Department DC will notify the Department of the changes. **Action: DC**

(ii) Legionella Control – It was noted that infrequently used taps should be flushed once a week for 3 minutes. If a tap is used less frequently then it has to have a "do not use" sign on it and then a request to contact the Infrastructure Team to flush the tap for 30 minutes before use.

(iii) Online wage slips – a few members of the Committee felt this was a good idea.

(iv) Use of GPC cards – AC noted that the minute had incorrectly stated that YEP was the cause – this was noted

IC12/044 MINUTES OF BIOLOGY ESTATES

(i) Fire Precaution Works – it was noted that it was good to see some of these works are starting to take place

(ii) Emergency lighting – it was noted that this work has been pushed in to next year's budget; SH noted that she will check with Mark Loraine next week that our Fire Signs are acceptable **Action: SH**

IC12/045 SAFETY

(i) Inappropriate Waste - DN noted that AC had reported inappropriate waste arriving at Stores. DN noted that it is acceptable to use the sanitary waste bins (and in small volumes) bag the waste and put in general waste bin, this

was agreed at the Health and Safety Team Brief meeting. Jo Hardy has agreed to re-issue the guidelines to the First Aiders across campus and also inform the cleaners.

(ii) Induction training for new starters - DN noted the importance of going through the H&S checklist and having good training records for members of staff and that induction safety training should take place as early as possible.

(iii) Cycle access – DN noted that cycle access needs to be improved from a safety point of view, LH has put on Planon

IC12/046 SAFETY TOPIC: 'TEACHING LABS HIDDEN APOCALYPSE: THE EIGHTH PLAGUE'

NC noted the problems with housing Locusts. They produce allergens, which are worse for people who have allergies to animals or asthma etc; the allergy builds up over time. Risks are reduced by Locust carers going for medical respiratory tests and further reduced by buying the Locusts locally the day before they are needed, thus reducing the need for prolonged exposure through care. NC also noted that one of the experiments using Locusts has been removed from the Undergrad teaching from this autumn term which will further reduce the risks.

CA noted that there had been a recent warning about Legionella risk from peat based compost and this now has to be considered in the induction process in Horticulture.

It was agreed that the list will be alphabetical so AC will talk at the next meeting

IC12/047 ANY OTHER BUSINESS

(i) DC asked for feedback on the Train the Trainer session; it was felt that the training was worthwhile.

(ii) AC noted that the privacy settings in Google calendar are different to Sun Calendar – everyone with read/write access can see all the details of every event. On the Sun Calendar you had the ability for private events.

(iii) CA noted that some portable equipment is not being regularly tested to schedule, LH will arrange for someone to go to Horticulture in the next few weeks to do this **Action: LH**

(iv) LH noted that the Building and Services Technical Assistants have mobile numbers which can be used during working hours by the Infrastructure Committee members

(v) DC requested that NC & CA put their holidays on the Google Calendar “Infrastructure Holidays” **Action: NC/CA**

(vi) There was a discussion about the pros and cons of Google mail

(vii) DC noted that the next meeting will be in September

Date of the next meeting:

Infrastructure Committee Dates – Academic year 2011 / 2012

Day	Date	Month	Year	Room	Time
No meeting		August	2012		
Wednesday	5	September	2012	J005	2.15pm