

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting held on Monday 19th November 2007

Present Dawn Cartwright (Chair), Peter Crosby, Andrew Collingwood, Sylvia Haddock, David Nelson, Trevor Illingworth, Colin Abbott, David Hammond, Rebecca Regan (Secretary)

Apologies Nicola Charlton, Mike Snelling, Geoff Stimson, David Nelves

The minutes of the meeting held on 3rd October were accepted.

IC7/050 MATTERS ARISING

IC7/050.1 Window washing [IC7/045.1]

The company in Holland have not been responsive and a quote from a Sussex-based company has been obtained. The quote is £825 +VAT for cleaning of the P block glasshouse windows. The company will use a roller system to clean the roof of the glasshouses. CA will e-mail the quote and further details to DH; DH will discuss funding with his colleagues. CA will make clear in his email to DH that this is extraordinary dirt caused by the Bleachfield building works. **Action: CA / DH**

IC7/050.2 Annual pressure testing of autoclaves [IC7/45.2]

The autoclaves that the Department are responsible for have been tested this year, but it is uncertain whether all pressure vessel equipment has been tested. There are some problems regarding the identification of equipment on the insurer's paperwork. The University no longer uses Zurich and it is hoped that the new company will use the University asset number as their identifier thus making it easier to ascertain which equipment has been tested and which has not. The University barcode system could also be used for this purpose. This item will be taken to the BSF/Biology/Estates Group meeting, which is scheduled for 21st November 2007. **Action: DC**

IC7/050.3 Recent glasshouse incident [IC7/045.3]

Authorisation to work form: DC, PC, DN, SH and Allen Mould met to discuss the draft 'Authorisation to work' form and the form is currently being trialled by the Infrastructure Team. The form has been used a couple times without any problem but these instances haven't really tested the form fully. There are a couple of instances arising in the near future that will fully test the form and it was agreed that the trial will continue for one more month before being rolled-out to the rest of the Department. Feedback on the form is still required from Allen Mould. **Action: PC**

The form is specific to Biology and the Committee feel that a more 'joined -up' approach is needed re: paperwork from Estates and other science departments, although it was acknowledged that different departments pose different risks and hazards. All contractors must report to Biology Reception on arrival whether they have been via Estates or not. This item will be taken to the BSF/Biology/Estates Group meeting, which is scheduled for 21st November. **Action: DC**

Glasshouse risk assessments: The risk assessments are still with Tom Fleming. DC will chase. **Action: DC**

Supervision of contractors: This is on the agenda for the next BSF/Biology/Estates Group meeting, which is scheduled to take place on 21st November 2007. **Action: DC**

IC7/050.4 BMS terminal [IC7/045.4]

This is on the agenda for the next BSF/Biology/Estates Group meeting, which is scheduled to take place on 21st November 2007.

Action: DC

IC7/050.5 Slip hazard [IC7/045.5]

The tape has arrived and has been passed to Allen Mould. The tape will be applied to the floor by the -80 freezers in the Department. DN will instruct Allen in how to apply the tape in a standardised way throughout the Department.

Action: DN

IC7/050.6 Flooding update [IC7/045.6]

According to readings taken from the meter and data provided Les Durnin it is estimated that the autoclave in P block uses 2.6 cubic metres of water per run. The autoclave is run twice each day and 686 litres of water is used on a daily basis throughout the glasshouse and head house. The Lubron pure water machine uses one bag of salt/softener per week, which CA feels is expensive. Christine Hall informed CA that the machines in A&G use 2 bags per machine each week. AC reported that 30 bags of salt/softener are ordered per month. DC thanked CA for the useful data.

IC7/050.7 3 phase supply testing [IC7/045.7]

This is on the agenda for the next BSF/Biology/Estates Group meeting, which is scheduled to take place on 21st November 2007.

Action: DC

IC7/050.8 Horticulture [IC7/045.8]

Convion growth cabinet: The Convion growth cabinet has been decommissioned and is awaiting collection, along with a number of other large items, from the Stores rear yard. AC has contacted the necessary people to arrange collection of the various large items currently awaiting collection in the Stores rear yard.

Sterilisation tank: CA confirmed that the pipe from the sterilisation tank has been disconnected and is now connected directly to the mains. However, the tank has not been drained and the remaining stagnant water could pose a legionella risk. Due to the restrictions caused by the asbestos risk assessment it is unlikely that the tank will be drained immediately and SH agreed to put the job on Planon to be undertaken when restrictions are lifted. The Committee noted that the risk of the water becoming smelly is minimal.

Action: SH

Alarm system in P block: P block still doesn't have an audible fire alarm. CA has e-mailed Ed Beckett but has not yet received a response. The Committee were concerned that people working in P block are unable to hear an alarm in the event of a fire, although CA confirmed that he does go through the fire procedure with people working in this area. SH will log the alarm again on Planon.

Action: SH

The Committee discussed policy on the use of earphones by people working the Department. It is essential that people working whilst using earphones are able to hear the fire alarms. DN will put a note to this effect in the Biology Bulletin. The Committee agreed that the use of earphones should be banned in Cat III laboratories due to the high level risk of the work and also the policy on taking personal equipment in and out of these laboratories. The Committee agreed that an outright ban is not currently necessary as long as people can hear fire alarms above the level of their music. However, line-managers are able to take the decision to ban earphones in their areas if they feel it is necessary.

Action: DN

IC7/050.9 Onity cards [IC7/45.9]

This has been done and can be removed from the agenda.

IC7/050.10 Waste management procedure [IC7/046]

A web version of the Waste Management Procedure document is now on the web. DC requested that managers ensure that their staff are aware of the contents of the complete Waste Management procedure – this will be placed on the N drive and be fully accessible to all staff. The document has been circulated to all Key Service members and no comments have been received. **Action: DC**

The draft Electrical Equipment Disposal form needs to be amended as soon as soon as the procedure for removal of large equipment has been agreed. CA is currently trialling the form and the trial is expected to be complete within the next 4 weeks. Once the trial is completed the form will be linked to the Waste Management Procedure document.

Action: CA / DC

IC7/050.11 Customary days [IC7/047]

Nina has confirmed that staff cannot work the 3 Christmas customary days and then take them as annual leave at other times during the leave year unless required to do so by the department. These staff will be able to take the equivalent annual leave at an alternative time as agreed with their line manager; no extra payment will be made for working on these days. **Action: CA / MS**

IC7/050.12 Stores & Purchasing [IC7/049.5]

Risk assessment course: The risk assessment course, which was scheduled for 13th December has been postponed; an alternative date is still to be arranged by the Centre.

Agresso upgrade: The upgrade in December has been postponed; there is a possibility that this might go ahead in March 2008.

IC7/050.13 Infrastructure Team [IC7/049.6]

Fire alarms: SH will discuss the fire alarms in M0 and S block, and the fire doors on A corridor when she meets with Mick Elliott; a meeting is in the process of being arranged. **Action: SH**

The faulty shutter on the Stores counter is part of the DTZ works and a re-test is pending the start of these works [which have been delayed with a start date to be agreed]. SH will request a fire test on Planon. **Action: SH**

IC7/051 Freedom of Information and committee papers

DC took this item to Information Committee and wished to clarify procedures for Infrastructure Committee. DC would like to minimise the use of starred and un-starred minutes and to facilitate this proposed to scrap the Facility Reports at this meeting. DC felt that generic issues, safety issues or those which required finance should be raised as agenda items whereas issues only affecting the facility would be handled at team meetings. This was supported by the Committee.

DC proposed that 'Safety', 'Environmental Performance' and 'Estates Issues' should be standard items on the Infrastructure Committee agenda. DC also proposed that the new departmental Energy Manager, Jo Hossell, should be invited to join the Committee when she takes up her post in January [Jo will take up post on 7th January 2008 at 50% fte, days to be agreed].

IC7/052 Christmas Eve

DC reiterated the content of Sally Neocosmos' e-mail regarding leave on Christmas Eve. Christmas Eve will be a normal working day and any leave must be taken from individual annual leave or flexi-time quotas.

IC7/053 Facility reports**IC7/053.1 Safety**

Access to high level restricted access areas: DN reported that a member of Security entered a high level restricted access area on M2 in order to switch off a light. The area was not being used for high level hazard work at the time. There was no physical restriction to access to this area but the door was clearly signed 'no unauthorised access / authorised persons only', a 'biological hazard' sign is also displayed on the door. It is essential that security staff, porters and cleaning staff are fully aware of the signage on high level risk areas, and instruction on this should be included in their induction and training. If this doesn't work then perhaps some physical restriction on the door will need to be considered e.g. swipe card access. DC & PC will meet with Bailey Oliver, the new Security Operation Manager to show him the doors and discuss the access implications. RJR will arrange this meeting.

Action: RJR

Cleaners/safety issue: A cleaner in the Department has been seen buffing floors whilst wearing open-toed shoes; the Committee agreed this posed a risk to the cleaner's safety. DH agreed to check the uniform policy and report back to the Committee.

Action: DH

IC7/053.2 Infrastructure Team

Reception: the BBC rooms are on the booking system. There have been a few problems and Reception is liaising with John Pillmoor and Paul Waites. Priority for booking the rooms is given to those meetings that involve external collaboration; the rooms can only be booked a short time in advance and the Committee were assured that bookings that do not involve external collaboration will not be cancelled or moved at the last minute.

Staff database: This is live and any problems should be reported directly to Paul Waites.

Fire refresher training: The first lecture was very well attended. 3 sessions remain - all Biology staff must attend.

Legionella: SH is liaising with people in the various areas of the Department to identify water outlets. In order that Wayne Spaven can start work on this as soon as possible CA will send a list of water outlets in Horticulture to SH; NC will send a list of outlets in Teaching to SH; and TI will send a list of outlets in Workshops to SH. SH will also check whether there is till a sink and tap in B002.

Action: SH / CA / NC / TI

Estates are employing someone to flush showers instead of the cleaners doing it. SH will also check the showers and eye-wash sprays are being labelled by Estates once tested; this will be helpful when safety inspections are undertaken.

Action: SH

Sewage main: Digging of the new main around Biology to the lake will affect the Memorial Garden. CA will send a copy of the current planting scheme to PC to ensure that the garden is reinstated correctly.

Action CA / PC

Asbestos: Labels have been removed from some rooms/areas in the Department and some others have been downgraded from red. The Infrastructure Team are looking toward getting the number of stickers/restricted access areas reduced ASAP. TI reported that the Electronics team have already experienced some access problems due to the restrictions in place, in particular access to the data comms rooms. PC is drawing up a list of high priority areas re: access and the data comms rooms are included in this list. There is no indication when these problems might be remedied but PC assured the Committee that this is being pursued as actively as possible. It was agreed that it is better to await the outcome of the assessments rather than have people dressed in protective clothing undertaking work in restricted access areas – the Committee agreed this would raise alarm unnecessarily in the Department.

IC7/53.3 Horticulture

Growth rooms: There are 4 growth rooms connected to the BMS system and CA is experiencing problems getting the operating parameters changed. Peter Mayhew has been awarded a substantial grant and 2 of these rooms are ideal for his purposes. However, problems getting the room temperature changed via the BMS means that Peter Mayhew might have to use alternative facilities. CA has been in contact with Les Durnin; temperature changes are slow to be made and when they are made it causes problems with the other rooms. PC will arrange to meet with Les Durnin and CA to discuss. The Committee noted that the BMS terminal in Biology will be read only access; changes will not be able to be made locally. **Action: PC**

Filtration system: There are problems with the filtration system in P block; the system has been in place for 3 years. CA has contacted the company who supplied the system [Hortimax], and although the filter should usually have a 10 year life span they say it needs replacing. The suppliers of the actual filter state that life span of the filter depends on the volume of water going through the system.

Convion growth cabinets: The electronic ballast for 6 of the Convion growth cabinets is no longer available for replacement/maintenance. The t90 tubes will also become obsolete soon and CA questioned whether it is worth spending money on cabinets of this age. CA will get a quote for the work that needs to be done and compare the price with a quote from the Electronics Workshop. Once CA has all the information together he will present a case to DC. **Action: CA**

IC7.054 Any other business

IC7/054.1 Estates

DC informed the Committee that the Director of Estates has been seconded to the Heslington East project and further staff movement has left Estates in flux. This may have an effect on the Department and DC will report back to the next meeting when more is known. **Action: DC**

IC7/054.2 Cleaning

General: DH reported that Mac has moved into another role and temporary supervisory cover is being provided by Jacky Monday – Wednesday and Mac Thursday – Friday. Interviews for a new supervisor are being held next week. Problems with long-term sickness have been sorted out and the rapid response team will be in post shortly. Once a supervisor has been appointed the cleaning team will be up to full numbers and with the rapid response team they will have good back-up. DC noted that problems with the cleaning of the Atrium seem to have been sorted out.

DH reported that he has received a request that the floor in S block is buffed for a visit, which is due to take place shortly. The Committee was unaware of any visit and DH agreed to supply DC with further information. **Action: DH**

External cleaning: AC reported that leaves are causing a hazard by goods inwards and they need to be cleared at least once a week. There is a similar problem near the entrance to IIU. DH assured the Committee that these problems will be remedied once the rapid response team is in place. The team will also be able to respond at weekends.

M052: The carpet in M052 is being cleaned on Tuesday 20th November. The carpet in M023 is also scheduled to be cleaned. These rooms are used for UCAS days and it is important they are clean in order to make a good impression on external visitors. The Committee agreed that it might be worth while to have stain guard applied to the carpets in these two rooms, especially as food and drink are regularly served/taken into them.

B102: DH reported that the ceiling in room B102 is leaking. He thinks it is rain water coming in from the roof as a result of a blocked drain and has run the job through Estates as an emergency. If this is the case there should not be any asbestos assessment related delays to the repair.

IC/054.3 Annual leave logging on the Infrastructure calendar:
Committee members were reminded to log any leave on the infrastructure calendar.

Next Meeting:

The next meeting will take place at 2.15pm on Wednesday 5th December, in Biology room K227.

January Meeting:

This was scheduled for 2nd January 2008 but will be rescheduled to the following week due the Christmas/New Year break. RJR will circulate members for availability. **Action: RJR**