

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Thursday 20<sup>th</sup> August 2009**

- Present** Dawn Cartwright (Chair), Stephen Howarth, Peter Crosby, Chris Kelly, Sylvia Haddock, Andrew Collingwood, Mark Bentley, David Hammond, Rebecca Regan (Secretary)
- Apologies** David Nelmes, David Nelson, Colin Abbott, Jo Hossell, Mike Snelling
- IC9/069** **Minutes of the meeting held on 8<sup>th</sup> July 2009**  
The minutes were accepted.
- IC9/070** **MATTERS ARISING**
- IC9/070.1** **Autoclave replacement plan [IC9/057.1]**  
A replacement autoclave has been ordered for teaching. Likely delivery date will be in November. PC will liaise with teaching in order to minimise disruption during the change-over. PC is still working with users with regard to the replacement of other autoclaves. **Action: PC**
- IC9/070.2** **Portable Appliance Testing - PAT [IC9/057.2]**  
SHth has written a training document for Stores staff. DC & SHth are in discussion re: the final format of the document. SHth will attend a Stores meeting to explain the rationale behind changes in procedure – to be arranged by AC. **Action: DC / SHth / AC**
- IC9/070.3** **Fire risk assessment – rooftop glasshouse [IC9/057.3]**  
The Onity lock and screens are in place in the D1 glasshouse. Work in the rooftop glasshouse will cease at the end of September 09. PC will liaise with CA re: the decommissioning of the rooftop glasshouse [e.g. disconnecting the water supply re: legionella, lift key call-back etc.]. **Action: PC / CA**
- IC9/070.4** **Swine flu pandemic (Safety) [IC9/057.4]**  
It was decided at Resources Board that a departmental group should be implemented to look at contingency planning. The first meeting is on 24th August 09. DC has also met with Tom Fleming re: University contingency planning - an action plan is in progress, to take into account Estates and Security Services, amongst others. The BSF and Teaching have both been identified as vulnerable areas, and the Committee were asked to identify any other vulnerable areas in the Department. DC reported that Horticulture have contingency plans in place. Contingency in the Infrastructure Team, including Reception, will be discussed at the Infrastructure Team meeting on 21<sup>st</sup> August 09. DC will keep the Committee informed. **Action: DC**
- IC9/070.5** **Sub meters (Environmental performance) [IC9/058]**  
There is nothing further to report at the moment. JH will keep the Committee informed. **Action: JH**
- IC9/070.6** **Local exhaust ventilation (LEV) (Safety) [IC9/059 i]**  
DN feels that labelling of the snorkels with basic information re: what they should be used for is a better alternative to the suggested training sheet. This would provide a permanent visual reminder to potential users at the point of use. Training should be covered as part of the recorded 'local induction training' given to workers, which already has a section for work equipment including LEV. The Committee agreed that this is a good idea. **Action PC**
- IC9/070.7** **Use of designated level 2 space in the BSF (Safety) [IC9/059.iii]**  
DN has spoken to MS. MS will check that the space is no longer required for this work. **Action: MS**
- IC9/070.8** **Cleaning issues [IC9/061]**  
Lab floors: SH has liaised with the Cleaning Supervisor. Designated cleaning days have been trialled in a couple of areas and seemed to go well. As far as SH is aware this has not been actioned any further and DWH will chase-up with the Cleaning Supervisor. **Action: DWH**

Safety inspections / hand-wash sinks: it was noted on recent safety inspections that hand-wash sinks in the lab foyer areas are grimy on the floor beneath. These areas need a deep clean / de-scale. This mainly concerns the stainless steel sinks in the new building. SH will liaise with the Cleaning Supervisor and let DWH know if there are any problems. **Action: SH**

Quality checks: these are ongoing. The Cleaning Supervisor (Di), is on-site between 6am – 9am each day and ensures that any cleaning issues are resolved quickly. DWH will see if he can break down campus-wide cleaning stats to the Biology level, and bring back to this Committee. DWH is looking into the SLA (quantity and time) in relation to the expectation of the customer. **Action: DWH**

Cleaning on A0: this should have been resolved. DWH has spoken to the Cleaning Supervisor about all points raised re: cleaning at last month's meeting.

Master keys: a process is now in place, and the Cleaning Supervisor checks all keys are present and correct at the end of each shift. Discrepancies will be reported immediately.

**IC9/070.9 Workshop floor (Minutes from the Biology-Estates Group meeting of 26<sup>th</sup> May 2009) [IC9/063]**  
The mechanical workshop floor has been inspected by an external contractor to ascertain whether fitting an expansion joint is the correct action. The external contractor reported that the floor had been laid incorrectly and an expansion joint will not help. This will be taken to the next Biology-Estates Group meeting, which is scheduled for 25<sup>th</sup> August 09. **Action: PC**

**IC9/070.10 Sealability in cat 3 (Minutes from the Biology-Estates Group meeting of 26<sup>th</sup> May 2009) [IC9/063]**  
The Committee noted that taping of the gaps is a temporary solution only. Permanent changes for the longer term need to be planned for and not forgotten. This item will be discussed at next week's Biology-Estates Group meeting. **Action: DC**

**IC9/070.11 Continuing problem of heating / cooling in Teaching [IC9/065]**  
JH is liaising with Roger Hartshorn re: Salix funding for roof insulation. DWH has sent information re: solar film to PC. Estates have implemented fresh air cooling at night, and this has helped reduce the temperature for the morning. The data from the loggers is difficult to correlate as earlier readings took place during term-time when the labs were inhabited / in-use. This will be pursued with Estates and will be taken to next week's Biology-Estates Group meeting. **Action: PC / JH / DC**

**IC9/071 Safety**

i). Cleaning issues: following recent problems with towel supplies in laboratories handling hazardous microorganisms the department need reassurances that this situation will not happen again (unless caused by unforeseeable circumstances). End of year budget concerns must not cause an interruption to the provision of something as basic as paper towels, especially in laboratory areas where good hygiene practices are a basic requirement for microbial work activities. Departmental advice re: pandemic flu is to wash hands regularly, which is difficult to implement given the recent shortage of paper hand towels.

DWH reported that there are a number of factors contributing to shortages e.g. the switching of the old dispensers is being held-up by asbestos issues – the towels are ill-fitting and fall out of the old dispensers; the quality of some batches of towels has been poor, meaning a greater quantity of towels is used; there have also been reports of staff taking towels from the toilets for use in lab areas [this is currently difficult to quantify as towels bought from Stores are the same colour as those supplied by the cleaning team]. DWH confirmed that dispensers are checked / filled 3 times per day [early morning, late morning / early afternoon, and late afternoon].

SH will send a global e-mail reminding staff that the cleaning team supply paper towels for laboratory hand-wash and the toilet sinks only. Paper towels for laboratory (or any other use) can be purchased from Biology Stores. It would be helpful if the towels stocked in Stores for use at in labs were a different colour from those supplied by the cleaning team. In the past this has been prohibitive cost-wise. DWH will look into the possibility of a cheaper different coloured supply. **Action: SH / DWH**

ii). YSBL safety inspection: although cleaning standards have improved, lab floors are still not being mopped / buffed. DWH will liaise with the Cleaning Supervisor. **Action: DWH**

IC9/072

**Environmental Performance**

Departmental waste: AC queried whether Biology's waste is weighed on collection i.e. has there been any reduction in waste produced by the Department as a result of recycling. DC confirmed that the bins are weighed, but it is difficult to obtain stats for Biology alone as waste is combined with other buildings on campus. DC agreed to look at figures from the Waste Management KSM to see if it is possible to separate figures for Biology from other buildings. There was some discussion re: 'offensive waste' – the Department is charged per bin for removal. If there has been a reduction in 'normal' waste then perhaps Biology could obtain a contribution from the Centre toward the removal of 'offensive waste'. This might be difficult as 'offensive waste' is not currently separated from clinical waste.

**Action: DC**

IC9/073

**Feedback from Resources Board**

DC highlighted discussions re: contingency planning for pandemic flu. This was discussed at this meeting under minute IC9/070.4.

In future the most recent minutes from Resources Board will be sent out as an enclosure with the agenda for Infrastructure Committee. RJR to action.

**Action: RJR**

IC9/074

**Estates issues**

New appointments: DC informed the Committee that the Head of Estates Development has pulled out. For information.

Planon issues: there are still problems with jobs 'falling into back holes', and also with the receipt of 'job completed' messages when the job has clearly not been completed. This will be taken to next week's Biology-Estates Group meeting.

**Action: DC**

Communication: Estates are still not informing the Infrastructure Team when contractors are due on-site. This causes problems if the appropriate members of the Team are not available. This will be taken to next week's Biology-Estates Group meeting.

**Action: DC**

General: PC & SH reported that they have received some excellent service from Estates Services recently – the 'staff on the ground' have been particularly helpful.

IC9/075

**York Extra (YE)**

YE is increasingly being used as the main route for dissemination of important University information e.g. road closures, pension briefings, voluntary severance scheme etc. I.T. might be able to set the Biology network so that YE automatically / compulsorily appears as a pop-up on log-on [Infrastructure Committee members should already have set this up on their own computers]. DC will submit this as an agenda item for the next Biology Staff Meeting.

**Action: DC**

IC9/076

**Any other business****i). Security during a power cut**

A number of doors on the Onity system fail open during a power cut. There are back-up batteries but their life is limited. High security-risk doors have been identified; the risk is higher out of hours. DC & SH have met with Bailey Oliver from Security, and Bailey Oliver has met with Mayfair. Although Mayfair claim that the doors should default to locked during a power cut, from experience we know that this does not always happen. It was decided that the Electronics Workshop will replace the batteries for the high security-risk doors and SH [with the Electronics Workshop] will conduct investigations / testing of these doors. The necessary course of action can then be decided.

**Action: Shth / TI / SH****ii). ComplyWise Driver Safety Awareness training**

All drivers of the departmental vehicles and those drivers who fall into the higher risk categories re: the University insurance will be required to complete the training. Drivers of the departmental vehicles have already been contacted about this. The training cannot be made compulsory for drivers of hire vehicles or drivers who use their own cars for University business. However, RJR will inform the Department via the Biology Bulletin that the training is available, and is recommended for anyone who drives vehicles on University business.

**Action: RJR****iii). Staff Survey / Departmental Action Plan**

The Infrastructure element will be included as an agenda item, with accompanying enclosure, for the

October meeting of Infrastructure Committee. For information.

**iv). Back-up freezer space**

There is very little space in which to decant material in an emergency. It was agreed that an additional back-up freezer would be a good idea; however, space for an additional freezer is a problem. Space might be available for an under-bench freezer in Teaching [Teaching currently have approx. 1 shelf worth of material distributed in freezers around the Department]. PC will contact the Ineson Group about material stored in the freezer on E0 – storage has gone beyond the initial time booked. Committee members are asked to think about any other solutions re: space for an additional back-up freezer.

**Action: PC / ALL**

**IC9/077**

**Next meeting**

The next meeting will take place at **2.15pm on Tuesday 6<sup>th</sup> October** in Biology room J005. Please note this is a day earlier than originally scheduled.

**Calendar of meetings:**

- October meeting: Tuesday 6<sup>th</sup> October at 2.15pm, Biology room J005
- November meeting: Wednesday 4<sup>th</sup> November at 2.15pm, room TBC
- December meeting: Wednesday 9<sup>th</sup> December at 2.15pm, room TBC