

*University of York Department of Biology***INFRASTRUCTURE COMMITTEE****Minutes of the meeting held on Tuesday 29th April 2008**

- Present** Dawn Cartwright (Chair), Peter Crosby, Andrew Collingwood, Sylvia Haddock, Trevor Illingworth, Colin Abbott, Geoff Stimson, Mike Snelling, David Nelson, Jo Hossell, David Hammond, Rebecca Regan (Secretary)
- Apologies** David Nelmes, Nicola Charlton
- IC8/030** **Minutes of the meeting held on 18th March 2008**
The minutes were accepted.
- IC8/031** **MATTERS ARISING**
- IC8/031.1** **Window washing [IC8/018.1]**
A quote for £3,000 has been received; this is for one-off cleaning of the whole building. A second quote is awaited. If there is sufficient money in this financial years' zone budget DWH will arrange for the worst areas to be cleaned – this includes the canopy above the main Atrium entrance. Any remaining money will be used to clean other 'needy' areas of the Department. From the next financial year window washing will be included under the zone cleaning budget and this should enable better control locally. The intention is for the whole building to be cleaned once per annum, and the canopy above the Atrium entrance to be cleaned twice per annum. The Centre have gone out to tender for the whole University.
Action: DWH
- IC8/031.2** **Authorisation to work form [IC8/018.2]**
The form has been rolled-out to the rest of the Department. DC thanked those people who have been involved with the development and roll-out of the form and procedures. There has been a problem with updating the documents available on the web; this is in the process of being rectified.
- IC8/031.3** **Storage space under the lecture theatres [IC8/18.6]**
The installation of a detector has been added to the fire improvement works. A spreadsheet detailing all of the additional jobs has been sent to Mike Ross.
- IC8/031.4** **Missing filters [IC8/018.7]**
This is ongoing and PC will continue to pursue. This item can be removed from the agenda.
- IC8/031.5** **Other Estates issues [IC8/022]**
- i). Glasshouse work/repairs: DC e-mailed WMS. WMS passed the email to Dave Bamford asking him to contact DC upon conclusion. DC has not received any further information and CA confirmed that the work has not been completed; the order has not even been placed with Hortimax. As a consequence CA has bypassed Estates and asked Hortimax to assess what can be done from inside the glasshouse, without going onto the roof. This will be done in conjunction with other work to be carried out in the glasshouse by Hortimax. DC is compiling a list of problems encountered with Estates and will add this item to the list.
Action: DC
- ii). 3 phase supply testing: SH has emailed Ed Beckett and after receiving no response has put the job on Planon. However, testing has still not taken place. Testing is now 5 months overdue and there is some concern re: safety, especially given the age of the cabinet. This issue will be taken to Safety Committee, which is scheduled to take place on 21st May 2008. TI prepared an inventory of 3 phase equipment in the Department approx. 2 years ago. This inventory may be out of date now and any 3 phase items identified during routine safety inspections will be cross checked with the inventory and added as necessary.
Action: DN
- iii). P002 air handling unit: This has been done.
- iv). Buffer installation: this is ongoing. WMS is ordering the buffers [according to the last email correspondence received from WMS].

v). Shower heads in the BSF: under the control of legionella legislation these should be cleaned every 3 months and flushed once week – DWH will check that this is correct and let DC know. BSF staff are flushing the shower heads every week; MS will ask the regular cleaner whether he/she cleans them, and with what regularity. There was some discussion whether Estates are employing someone to clean the shower heads; this is to be confirmed. **Action: DWH / MS**

IC8/031.6 **Departmental audit [IC8/023]**

An area of concern from the last audit was the lack of a request & recording system for annual leave. In response Biology Personnel has introduced an Annual Leave Record Sheet, and the University has produced an Annual leave Request Form. These are about to become live.

Annual Leave Record Sheet: this is intended to produce an auditable trail of leave taken and is available on the web: <http://www.york.ac/depts/biol/personnel/terms/annual%20leave1.html> The sheet is for use by those staff who do not keep a flexi-sheet. The sheet should be stored in an area accessible by an individual's line manager. DC reported that the sheet is user friendly and will be implemented within the Infrastructure Team. Staff who keep a flexi-sheet should continue to record leave on their flexi-sheet. **Action: DC**

Annual Leave Request form: this is intended to produce a paper audit trail of requests for leave. This system is not particularly user friendly [due to possible delays between request and authorisation] and DC does not intend to implement within the Infrastructure Team. Instead members of the Team are asked to e-mail their line manager with requests for leave [for leave of 1 week or more]; line managers will keep these requests (and the permission) on file thus creating an audit trail. **Action: ALL**

IC8/031.7 **Cleaning: general feedback & ad hoc jobs [IC8/024]**

The ad hoc cleaning jobs are being undertaken by the Rapid Response Team. The cleaning team are experimenting with the Atrium floor, which looks a lot better. Surplus furniture has been removed from the lecture theatres; the bottom floors have been buffed with stairs and upper floors to follow; chalk dust is still a problem. Cleaning standards throughout the Department are continuing to rise. Committee members are asked to report any areas in need of a deep clean to DWH. **Action: ALL**

IC8/031.8 **Zone funding [IC8/025]**

Common room sink: the asbestos survey has been completed and verbal approval given. The sink can be fitted as soon as written approval has been received.

IC8/031.9 **Replacement of ceiling tiles in the concourse [IC8/026]**

The ceiling tiles have been replaced. The water dispenser is scheduled to arrive on 30th April. The curtains have been scheduled to be removed. If there is any surplus zone money the area will be painted, along with the common room. If there is no surplus zone money painting will be funded from next years' budget. The Committee agreed that making good [i.e. decor] after completion of works by Estates should be a more joined-up process.

IC8/031.10 **Birds flying into P Block glass link [IC8/027]**

Stickers are in place and no casualties have been reported.

IC8/031.11 **Commitments on Agresso finance reports [IC8/029.i]**

Members noted that commitments were corrected this month.

IC8/032 **Safety**

i). Manual handling equipment: DN thanked members for sending information re: manual handling as requested by the University. This information has been returned to the University and it is possible that areas/equipment will be identified for formal training. DN will update members as necessary.

ii). Change of room use in CNAP: it is proposed to change the use of a photocopying room in CNAP to incorporate a fridge and kettle. A request has been made that the door be left open in order to facilitate free movement, however the door has a fire door sticker on it. There are two issues a). the detection method in the room will need to be changed from particle to heat, and b). the reason why this is a fire door needs to be ascertained - this could be because of risk presented by the photocopier or the room's proximity to duct work. Permission to downgrade the room cannot be given until this is ascertained; Mick Elliott is waiting for the compartmentalisation plans. **Action: SH**

iii). Safety inspections: there are a number of labs in D block where paper towels should be available at handwash sinks but are not. These are not currently provided by the cleaners. DN will raise this again with the cleaning supervisor and room numbers will be provided. There has been a shortage of paper towels in the Department due a problem with ordering. **Action: DN**

iv). Liquid nitrogen: There was some discussion re: an alternative location for the dispensing of liquid nitrogen for small users. Various options are being considered including the F0 stairwell, an alternative location further down on D0 corridor, or all liquid nitrogen being dispensed from the same location for all users, regardless of size. PC is preparing an assessment. **Action: PC / DN**

v). TF inspection: John Pillmoor and Jared Cartwright expressed concern re: a leak in the roof. PC reported that repair is in progress; John and Jared now have a better understanding re: the delay to repair.

IC8/033

ComplyWise safety training

ComplyWise is a new Health & Safety e-learning/training system. The system is available via the web (<http://89.234.2.27/cwyorkuni/>) and includes on-line training on a range of H&S issues, including DSE assessment and manual handling. DC encouraged members to visit the website and undertake training relevant to their role. **Action: All**

DSE assessments will no longer be fed through line managers. However, the system does feedback and allow a print-out of recommendations as a result of assessment; a link to departmental DSE assessors is available from the Biology H&S web pages, so users can contact the relevant assessor in order to get the necessary help and advice.

IC8/034

Environmental performance

i). Meter data: Stephen Stead (Rothwells) has nearly finished drawing-up diagrams. Labels in the sub station still need to be checked; this has been delayed due to asbestos restrictions, but should be completed by next week.

ii). Vending machines: JH has spoken to John Greenwood who confirmed that the providers did not like turning off the Chocolate machine because severe temperature fluctuations can cause a bloom on the chocolate. The chilled drinks work like a fridge, so it is usually not efficient to turn them off and then have to chill everything down again. It is not clear yet if it is worth turning off the hot drinks machine as it only heats water when drinks are dispensed. JH will monitor the consumption of each machine type using spot meters and work out if they are using excessive amounts of electricity. If they are JH will go back to the vending suppliers to see what measures can be taken to reduce energy use. **Action: JH**

iii). Easter switch-off: electricity use was reduced by 8.5%, compared to only 4.5% over the same period last year. A saving of approx. £800 was made on electricity charges over the week.

iv). Web site: JH is currently working on the website and it will hopefully go-live in the next couple of weeks. The web site will be informative as well as giving hints and tips on what people can do to help.

IC8/035

Estates issues

i). Phones in lifts: this was raised at HSWC. DC will contact Len Brindley for an update. **Action: DC**

ii). Alternative contact for Les Durnin: Les Durnin has now left the University and Paul Hampshire is the alternative contact for BEMS. He is available for BEMS contact between 9am – 10am each day; his ext. no. is 2022. Siemens visit the University during the last week of each month and any serious problems can be reported to be dealt with during this visit. The Department does now have access to the BEMS system – for diagnostic purposes.

iii). Plant system maintenance request: Benches need to be re-earthed following legionella maintenance. A request was put on Planon on 21st February; there has been no response. CA will forward information to DC for follow-up. **Action: CA / DC**

iv). Hand rails on slopes: Hand rails are to fitted on all slopes in the Department. This will be funded by the University (DDA funding). The need for asbestos surveys may cause a delay to fitting in the

old building.

v). Electrical wiring testing: Full tests on electrical wiring will be carried out in the old building. This will necessitate the complete shut down of the areas undergoing testing. Tests will take place during the working week. Concern was expressed re: freezers and ongoing experiments; no details have been received and implementation will be discussed once more is known. All equipment will need to be unplugged during the tests; this will be Estates responsibility.

vi). Legionella – isolation of outlets: SH is experiencing problems with the plumber contracted by Estates; once the job has been put on Planon this should be Estates responsibility, but SH is constantly having to liaise directly with the plumber. SH will forward full information to DC. DC will suggest to WMS that this be added as an agenda item for the next Legionella Key Service Meeting, which is scheduled to take place on 16th May.

Action: SH / DC

IC8/036

Freezer alarm call-out

Freezer alarm call-out coverage is not currently sufficient, and call-out is falling in the main to PC and AC. People responding to freezer emergencies need to live relatively locally as they will be required to attend the scene. DC will ask Lucy Hudson if she is prepared to go on the freezer call-out list [Lucy has experience with Freezers in the IIU]. TI agreed to discuss the possibility of going on the list with SHth; DN will also consider being added to the list. DC would like to avoid going down the route of a call-out rota and it's associated problems [sickness cover, invasive nature on personal time & activities etc.].

Action: DC / TI / SHth / DN

General emergency call-out has been extended to CA, NC, GS, SH and DC; all of these people now have Emergency Call-Out folders. The updated emergency call-out list needs to be passed onto Security.

Action: PC

IC8/037

Any other business

i).Door releasers

Door releasers which hold fire doors open and allow them to close when the fire alarms sounds have been fitted to the double doors between K0 & F0 and a single door in E0 and F1. They are on a timer and will be open between 8am – 8pm each day. The releasers have been found to be sensitive to trolley noise – some adjustment may be possible. More door releasers will be purchased during the next financial year (£88+VAT each); a priority list will be drawn-up, to include D1 and E1.

ii). August meeting

The August meeting will be cancelled.

Next meeting:

- Joint April / May meeting: Tuesday 29th April, 2.15pm in Biology room M052
- June: Monday 16th June, 2.15pm in Biology room M049
- July: Wednesday 2nd July, 2.15pm in Biology room M049
- August: cancelled