

# UNIVERSITY OF YORK

## Department of Biology

### INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 2 October 2013

**Present:** C Abbott, D Cartwright (Chair), N Charlton, A Collingwood, H Daniels, L Hudson, S Howarth,  
D Nelmes, D Nelson

**Apologies:** M Bentley, S Haddock, P Roberts

#### **IC13/062 MINUTES OF THE MEETING HELD ON 4 SEPTEMBER 2013**

The minutes were accepted

#### **IC13/063 MATTERS ARISING**

*Spare mixed recycling bins [IC13/045 (iii)] – Complete*

*Remote pointer [IC13/045] – AC has purchase one pointer which is being tested by users.*

IC13/059 (ii) Fire assembly point – Contractor vehicles have been instructed to park down one side of the road adjacent to the substation to allow for emergency vehicle access. The fire assembly point remains as it was at the top end of car park E. CA has modified his induction, directing users of P block away from the site in the event of a fire alarm evacuation.

IC13/060 – AC will circulate final document advising staff on the purchase of large equipment.

#### **IC13/064 SAFETY**

DN stated that the Stores compound was full and there was no clear route to the undercrofts of D and J block. DC said we were waiting for confirmation of alternative off campus storage for the Ineson group research vehicles, once finalised three vehicles will be removed from the area. **Action: DC/LH**

DN noted on a recent safety inspection that there was a 25L drum of waste oil, diesel and petrol from the Ineson group located in the Stores compound which needed to be disposed. DC suggested Phil Ineson contact Gordon Eastham in Estates for advice about disposal. **Action: DN/Ineson**

DN asked about the procedure for lone working in the BSF, out of hours. HD reported that lone workers rang through to Security when they arrive and when they left the facility, this information would be referred by Security in the event of a fire alarm activation. DN asked if this was sufficient cover and asked the level of risk of tasks, HD confirmed that only low risk activities were carried out, out of hours and that there are lots of telephones to hand in the facility to ring for assistance.

#### **IC13/064 BUILDINGS UPDATE**

LH reported that the Infrastructure works around L block and across car park E will be completed by the end of w/c 14<sup>th</sup> October. Trench work at the back of A Block will remain exposed until angled joints for the district heating pipes have been delivered to complete the service from the front of the Jack Lyons Hall to Biology.

The power supply for the new teaching building has been re routed to connect with the substation at Bleachfield, Vital will need to cross Wentworth Way with the cabling, late October, half of the road will remain open at all times allowing access to Biology and Wentworth College, works are expected to take 2-3 days.

Shepherds are on site excavating in preparation for the foundations, DC and LH will be having weekly meetings with the Estates Project Manager and Shepherds Site Manager throughout the programme.

## **IC13/065 FUTURE OF INFRASTRUCTURE COMMITTEE**

DC reported that the departmental Resources Board group no longer met on a monthly basis as it had become apparent there were few items on the agenda and issues were often dealt with before a meeting. The decision was taken to cease regular meetings in September and group members were reminded they could call a meeting as and when required for issues as they arose.

DC asked how members felt about the Infrastructure Committee, was it worthwhile, did they receive information of value, could issues be addressed elsewhere if the committee closed? DC also commented how we have evolved over the last few years with efficient routes of communication using group emails addresses such as biol-infrastructure and the bulletin.

NC commented that she was happy to close the committee with the option of meeting up as and when required.

CA agreed with NC that as long as there was an option to meet up when required he was happy to close the committee but he did note that the meetings had been useful as an overview of what was happening in the department and that he circulated the minutes to his team.

LH suggested that committee members met termly at lunchtime for an informal discussion about departmental issues and suggested this would be beneficial to new members of staff.

DN also agreed that he was happy for the committee to close.

DC said this would therefore be the last meeting of the Infrastructure Committee and members would be invited to a tri monthly lunchtime meeting in future.

## **IC13/066 ANY OTHER BUSINESS**

- (i) AC reported that he had requested fencing to be reinstated around the skip outside J Block, this request had been placed with the Facilities Manager, Jane Whyman. **Action: AC**
- (ii) NC reported that the staff common room was becoming increasingly busy during lunchtimes and asked if we could define the persons who could use the common room. It had been suggested in Feb 2009 that the masters students do not use the common room however no alternative room was found for them to use and it remains that they use the common room for their breaks. A sign stating that the common room is for **BIOLOGY** staff and students will be displayed on the door and placed in the A4 Perspex holders on the tables. **Action: SH**

## **NEXT MEETING**

Infrastructure lunchtime meeting  
Wednesday 8<sup>th</sup> January 2014, 12.30pm  
B/M/052

Please bring your lunch and mug, we will provide tea and coffee