

# UNIVERSITY OF YORK

## Department of Biology

### INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 3 October 2012

**Present:** D. Cartwright (chair), A. Collingwood, D. Nelson, L. Hudson, S. Dwyer (sec), S. Howarth, S. Haddock, N. Charlton, P. Roberts

**Apologies for absence were received from:** H. Daniels, C. Abbott, D. Nelmes, M. Bentley

#### IC12/053                      MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2012

##### IC12/054                      MATTERS ARISING

**Waste recycling [IC12/049]** – DC noted that this had not moved forward but she has a meeting with Jane Whyman and Carl Hirst tomorrow. AC noted that another wheelie bin may be needed outside Stores; he was advised to request one from Pat Pagdin. It was agreed that the Infrastructure Team should put stickers on all recycling bins to indicate their new mixed recycling status **Action: AC/Infrastructure**

**Infrastructure Holiday Google Calendar [IC12/049]** – this has been completed

**Update on Teaching Block** – DC noted that she and LH had attended a meeting with the Architect and others. DC will present a report to the Academics this Friday which will then be shared with Infrastructure **Action: DC**

##### IC12/055                      Minutes of Biology Estates

Q Block Hydro X added inhibitor [12/019] – DN asked for clarification on the background to this point

Fume Cupboards [12/020(ii)] – DN asked for clarification that these were not growth cupboards, LH confirmed this

Teaching doors [12/026 (iii)] – it was noted that the automatic doors will be operated by a KABA lock so they won't be opening and closing all the time. LH to check that the Fire Releases etc are all put in at the same time as the automatic doors **Action: LH**

DC noted that the meetings with Estates are very useful and that Estates are completing more jobs

Backup generator [12/019] – SH noted that the fumes from the generator also fill up M0; LH to let Estates know this **Action: LH**

##### IC12/056                      Safety

(i) First Aid Supplies – DN noted that the H&S Department are no longer supplying stocks of first aid supplies. AC noted that people are only just now updating their first aid boxes after the advice which was issued a year ago on First Aid Kit contents by the HS&W department

(ii) Waste disposal – DN asked if the cleaners are now aware of the new procedures, LH confirmed that this is the case

(iii) Recording of Significant Incidents – DN reminded the meeting of the need to record near misses and/or significant incidents e.g. a needle in an Autoclave bag

(iv) Spillages in the Department – SD raised the issue of people spilling drinks in the Atrium; PR to design a notice to go in the Atrium kitchen to encourage people to use covered cups or wipe up spills **Action: PR**

**IC12/057 Safety Topic**

AC gave a short presentation on the Electric Pallet Trucks used in Stores. SD to ask Haley Daniels to do a 5 minute presentation at the next meeting **Action: SD**

**IC12/058 University Term Dates Changing**

NC noted that the term dates from autumn 2013 will start a week earlier; this is to bring us in to line with other Universities.

**IC12/059 Estates attending jobs in Teaching**

NC reported that it is difficult to find out if Estates jobs have been completed. LH agreed to request a calling card to be left in the Teaching Lab office for any jobs performed by Estates in the Teaching block **Action: LH**

**IC12/060 Any Other Business**

(i) Fire Induction – DC noted that she is very concerned that new members of staff are often not given Fire Induction when they arrive. DC suggested that every time we hand out a Visitor card or a card for a new member of Staff or Graduate Student the individual is handed an A5 leaflet by Reception detailing the Fire Evacuation procedures. **Action: SH**

(ii) Resource Board Minutes [12/062] – SH queried whether the installation of a KABA lock in the Soughate lab is imminent, DC confirmed that it is as any lab which holds Human Tissue needs to be secured for the University to comply with the HTA licence.

(iii) Resource Board Minutes [12/064] - SH noted that she will request restricted access to the K1/K2 admin areas via KABA **Action: SH**

(iv) LH reminded the meeting about the Quiz and Curry night on 9 November

**Date of the next meeting: Please note the change in date for the January 2013 meeting below**

**Infrastructure Committee Dates – Academic year 2012 / 2013**

Day	Date	Month	Year	Room	Time
Wednesday	7	November	2012	J005	2.15pm
Wednesday	5	December	2012	J005	2.15pm
Tuesday	8	January	2013	J005	2.15pm
Wednesday	6	February	2013	J005	2.15pm
Wednesday	6	March	2013	J005	2.15pm
Wednesday	3	April	2013	J005	2.15pm
Wednesday	8	May	2013	J005	2.15pm
Wednesday	5	June	2013	J005	2.15pm
Wednesday	3	July	2013	J005	2.15pm
Wednesday	7	August	2013	J005	2.15pm
Wednesday	4	September	2013	J005	2.15pm