

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Meeting held on Tuesday the 31st October 2006 in Room B/K/227 at 2.00pm.

Present Mr. C. Abbott, Mr N. Beach, Ms D.Cartwright, Ms. N. Charlton, Mr. A. Collingwood, Mr. P. Crosby, Dr S. Haddock, Dr D. Nelson (DN), Mr. M. Snelling, Mr G Stimson, Mr C Teeling.

Apologies Mr T. Broxup, Mr D Nelmes

The minutes of the meeting held Wednesday 4th October 2006 were accepted.

IC6/056 MATTERS ARISING

IC6/056.1 Biology waste skip [IC6/038]

AC had a quote of £400 to fence off skip. Try for Zone funding and ensure Environmental Services are aware of restrictions on this skip.

Action: CT

IC6/056.2 Fire signage [IC6/039.1.6]

Now all completed (except call points) subject to approval by NB. MS queried Fire Alarm procedures stated on signage. It was reported that Dennis Fowler is reviewing the current policy.

IC6/056.3 Greenhouse ramp [IC6/043]

CA reported that this will be funded by Estates. Work will commence on 13th November 2006.

IC6/056.4 Refuge point alarms [IC6/046.1]

Awaiting action from NB but some discussion about evacuation procedures for disabled personnel. Awaiting a directive as this policy is currently under review.

Action: NB

IC6/056.5 Autoclave drainage [IC6/049.1]

CA has been quoted £2100 to re-route drainage channels subject to further investigation. This needs to be offset against the cost of repeated call-outs for autoclave maintenance. DC asked for a breakdown of the costs of this over the past 3 years so a business case can be put forward

Action: CA

IC6/056.6 Flooring in Mechanical Workshops [IC6/049.5]

DN has assessed the floor but DC requested paperwork to formalise the procedure

Action: DN

IC6/056.7 Badly fitting doors on incubators [IC6/050.1]

There is currently no environmental policy to prevent use of equipment that is not energy efficient. GS to provide costing for a new door.

Action: GS

IC6/056.8 Wolfson bid [IC6/051]

DC & PC have had discussions with the involved parties regarding refurbishment on D1/E1. It is a much larger project than first thought and now needs a Project Manager (currently awaiting University decision). DN commented that old chemicals in this area should be discarded during the clear out.

IC6/056.9 Insurance [IC6/052]

Nothing further to report. AC to set up meeting with Jacky Glanville to discuss.

Action: AC

IC6/056.10 Cleanliness of communal domestic equipment [IC6/053]

PC has spoken to Cleaning Supervisor and once the re-organisation has been established it will be discussed with anyone interested. A Service Level Agreement is now available for Contract Cleaning Services and CT will email a copy to DC.

IC6/056.11 Flexi sheets [IC6/055.2]

It was acknowledged that, although more time would have been beneficial to managers, this was not a criticism of the quality/amount of work that was put into preparing these sheets. This was much appreciated by everyone.

IC6/056.12 Return to work discussion form [IC6/045]

A revised form was handed out for comment and a training session will be arranged for managers. Return to work interviews would be arranged with an individual if the sick leave is for more than a week, when 'sickness patterns' arise or if the manager feels that the person returning from sick should be offered support. The emphasis would be on support, with managers maintaining a dialogue with the individual, especially in cases of long term sickness. It was felt that staff could feel intimidated and that a careful approach was needed.

IC6/056.13 Roof shed [IC6/047.8]

CA has mentioned removal of shed to relevant group and it will be discussed at their next lab meeting. As a temporary measure

netting has been placed around the foundations to prevent pigeon invasion.

IC6/056.14 Power cut

Feedback from a departmental email sent out by DC suggests an emergency generator attached to freezer/s would be a preferred option by users. The feasibility/costing of this needs to be addressed. A standardised action plan/emergency procedure is needed for all 'call out' personnel. DC to liaise with PC & SH.

Action: DC/PC/SH

IC6/056.15 Planon/WEEE [IC6/049.6]

Richard Whittaker will take the lead on formulating a policy for the University.

IC6/057

SAFETY REPORT

IC6/057.1 Radiation scintillation counter [IC6/041.2]

DN reported that the scintillation counters will be scrapped and the radiation source will be removed prior to scrapping. Stephanie Slater has been informed.

IC6/057.2 Overloaded electrical sockets in new building

Some office areas on M0 have overloaded electrical sockets and a quick survey should be carried out of other office areas before a solution is sought.

IC6/057.3 HSE visit [IC6/041.1]

The report has been received and has many examples of good practise and some matters for discussion with individual groups. Sealability needs to be considered for the Cat III rooms in H block with yearly validation checks. Loan working was an issue both in labs and offices and managers need to consider 'lone worker' activities within their groups. A balanced approach is needed to provide both reassurance and guidelines for areas where there may be problems. Some discussion about what constitutes a high risk activity and any hazards involved. DC suggested more thought needs to be put into the issue of lone working.

IC6/058

FACILITY REPORTS

IC6/058.1 Horticulture

CA reported that 17 skip loads of rubbish have been removed from the Walled Garden.

IC6/058.2 BSF

MS reported that 2 members of staff have successfully completed a Radiation Users course. The ongoing problems

with the autoclave are nearly resolved and upgrading of autoclave management systems is almost complete.

IC6/058.3 Stores

AC reported that the increased workload is leading to a reduced level of service. The Resources Board is aware and will fund any additional hours requested.

IC6/059 ENVIRONMENTAL PERFORMANCE

IC6/059.1 Departmental review [IC055.1]

The departmental review on 9th November 2006 will explore the options for saving money. It will be requested that electricity meters be placed throughout the building to monitor usage.

IC6/059.2 Freezers

AC reported a reduction of consignment stock freezers in Stores.

IC6/059.3 Computer monitors

NC reported that CRC monitors in the teaching Computer suite have been replaced by the more economical TFTs (flat screen).

IC6/060 ANY OTHER BUSINESS

IC6/055.1 Security door

DC reported that there is some disagreement about who will fund this repair – it was thought that zone funding would fund the door and other fire door issues but, Sue Johnston feels that Estates should provide the finance. DC to discuss with John Street.

Meeting closed at 15:40

Next meeting: Wednesday 6th December 2006 in B/A001 at 2.00p.m.