

# UNIVERSITY OF YORK

## Department of Biology

### INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on Wednesday 5 December 2012

**Present:** A Collingwood, D Nelson, D Nelves, S Dwyer, L Hudson, N Roberts, S Haddock, C Abbott, S Howarth, H Daniels, D Cartwright, M Bentley

**Apologies for absence were received from:** P Roberts

#### **IC12/068                      MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2012**

The minutes were accepted as written

#### **IC12/069                      MATTERS ARISING**

**Waste recycling [IC12/062]** – LH noted that the bins have been left as they are because there wasn't room to put them next to each other. They don't appear to have been overfilled recently. However the cleaners have found it difficult to replace the bags in the general waste side – this appears to be a design issue.

**Fire releases for teaching automatic doors [IC12/062]** – LH noted that the doors will probably be fitted in the 3<sup>rd</sup> week in January, it will be a two-day job and will be fitted around the Teaching lab timetable      **Action: LH**

**Estates calling card [IC12/062]** – LH will raise at the Biology Estates meeting on 18 December      **Action: LH**

**Main liquid nitrogen storage area (E corridor) [IC12/063 (iii)]** – LH noted that KABA access has been left as is but the training for the use of Liquid Nitrogen in this area has been reviewed and a crib sheet will be created; all existing users have been reminded

**SAFETY TOPIC [IC12/064]** – covered later in the minutes

**MINUTES OF RESOURCES BOARD [IC12/065 (i)]** – DC noted that the next academic year final year projects requiring the preparation of fly food will be reviewed (to try and reduce the additional hours of A&G staff time required to prepare the food).

**MINUTES OF RESOURCES BOARD [IC12/065 (ii)]** – It was noted that this referred to the door at the bottom of the Atrium stairs.

**A Corridor / Atrium courtyard [IC12/067 (i)]** – the issue of students being trapped in this area was raised at the Biology Safety Committee – action has been taken to change the opening times on the adjacent doors.

**Images to liven up the Department [IC12/067 (ii)]** - SH noted that Phil Roberts has some frames and is sourcing some posters

**Departmental Information [IC12/067 (iv)]** - DC will raise at the first meeting of the new Staff Committee.

**IC12/070****SAFETY**

**Inspection of CII building** – DN noted that during a recent inspection of the CII building a concern was raised about weekly access to the external gas store; some cars are going on to the pathway and restricting the movement of the gas cylinders. Several suggestions were discussed; LH agreed to speak with Gail Shuttleworth to find a way forward

**Action: LH**

**Buddy system** – AC noted that some research groups appear to struggle to give a full induction to new staff and suggested that new starters could be partnered with a more senior member of staff who could advise them on where to go for help. It was agreed to raise this at the first Staff Committee meeting

**Action: AC****IC12/071****SAFETY TOPIC**

SH gave an overview of safety considerations for contractors booked externally and through Estates; it included an outline of the Permit to Work (which all contractors must complete) and also highlighted information given to contractors when they are booked via Estates.

SH confirmed that any contractors requiring roof access have to be booked via Estates.

S Howarth to give a safety topic talk at the next meeting

**Action: S Howarth****IC12/072****EMERGENCY CALL-OUT OVER CHRISTMAS**

AC noted that the Department needs to be reminded about what constitutes a genuine call-out. LH and SH noted that they are in York over the Christmas period.

**IC12/073****ANY OTHER BUSINESS**

**(i) Backup generator fumes** – CA noted that the fumes were very bad in P002 in the last generator test and that it takes around 1½ to 2 hours for the fumes to clear completely. It was suggested that LH could ask Estates to conduct a risk assessment and to ensure nobody is in the directly affected area when tests are going to be conducted. DN noted that it would be advisable for Estates to let CA know in advance when they are going to do a test

**Action: LH**

**Date of the next meeting:**

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

Day	Date	Month	Year	Room	Time
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