

University of York Department of Biology

INFRASTRUCTURE COMMITTEE

Meeting held on Wednesday the 6th April 2006 in Room B/A001 at 2.00pm.

Present Mr N. Beach, Mr T.Broxup, Ms D.Cartwright, Ms. N. Charlton, Mr. A. Collingwood, Mr. P. Crosby, Ms J. Harris, Dr D. Nelson, Mr C Teeling.

Apologies Mr. C. Abbott, Mr. M. Snelling, Mr G. Stimson.

The minutes of meeting Wednesday 1st March 2006 were accepted.

IC6/014 MATTERS ARISING

IC6/014.1 Smoking shelter screening

The plants have been ordered. Gordon Eastham said he would leave marked posts to follow the course of the cable. Concern was raised at Resource Board regarding the cable being so close to the surface - DC has requested details of risk and of measures being taken to reduce risk from estates.

IC6/014.2 Emergency Signage

John Street has been contacted and is looking into it.

IC6/014.3 D0 secondary glazing

List has been drawn up of all areas in D0/D1 describing current status.

IC6/014.4 Onity quote for emergency buttons

The cost to have the existing buttons rewired is £350 plus VAT. It was agreed that the work should proceed, funded from the Administration budget. JH to find out who supplies the caps for push bars.

IC6/014.5 E1 lab ventilation system

DN has checked and the ventilation is working fine. It is Estates responsibility to check and maintain regularly.

IC6/014.6 Legionella related maintenance

NB has an incomplete list and needs do a survey in department to put together a complete list of all equipment which may be a legionella risk, the maintenance procedures required and who is responsible for it.

Action: NB

IC6/014.7 Suspended cupboards check

This has been done and there is no widespread problems.

IC6/014.8 Concrete outside stores

This has slipped through the net and will now be put forward as a bid for zone finance from the next financial year.

IC6/014.9 Flood damage repair

This is not causing as much disruption as expected and is running to schedule.

IC6/014.10 Oil leak in lift

This has been fixed.

IC6/014.11 Lecture theatres flooring repair

Estimate has been submitted. CT to follow up **Action: CT**

IC6/014.12 Lecture theatre B103

The two front light fittings need to be able to be switched separately from the rest and the sink with its drain and supply need to be removed. CT to follow up. **Action: CT**

IC6/015 DOORS

IC6/015.1 J020

There has been a longstanding problem with this door. Academics working over weekends reported that they regularly find it open when they come in over weekends. It was acknowledged that this is a security risk and needs to be addressed. Chris Teeling will get a quote for a replacement (smaller) door. **Action: CT**

IC6/015.2 Concourse door (out to terrace)

This door was demonstrated as being a security risk some time ago and needs to be replaced at some time. There is also the matter that it needs to be unlocked during the day to enable staff to go out onto the terrace. PC will speak to porters about this. **Action: PC**

IC6/015.3 Exit door adjacent to common room

The replacement of this door has been paid for but not yet been done. It was also agreed that the Onity lock should be changed to Office First which means that the door is open during the day.

IC6/016 BSF USER MEETING MINUTES

There were no comments

IC6/017 SAFETY REPORT

IC6/017.1 The department's irradiator will be removed from the department on the 26th April. There will be restrictions on G0/F0 stores compound area during the removal. DN will email staff to inform them. **Action: DN**

IC6/017.2 During the safety inspection of JO/P53 DN's attention was drawn to the fact that the standard of cleaning in the lab was not up to standard.
Action: CT

IC6/017.3 Staff were using fabric chairs in Henry Leese's laboratory 'clean room' PC will talk to Henry Leese and AC will check prices of laboratory chairs.
Action: PC/AC

IC6/018 **FACILITY REPORTS**

IC6/018.1 Stores:

Stores survey was very positive and reflected improvements that stores staff have made over the last year – DC congratulated AC and his team. AC has produced a report.

IC6/018.2 Buildings - storage:

It was agreed that the metal container will be used as storage (if appropriate) for the time being.

IC6/019 **ANY OTHER BUSINESS**

Departmental Out of hours cover

The current list only has 3 names on and leaves the department vulnerable. DC appreciated that many staff lived some distance away from the University (herself included) and suggested a portfolio of information regarding the department and staff contact numbers be produced to be kept at home. It was hoped that, if contacted, there would be a reduced need to attend the site as action would be able to be taken from home. DC to have her name added to the list for emergency contact and requested additional volunteers.

Business Continuity Plan

The team suggested ideas for potential risk factors which could put the day to day running of the department at risk. DC to use these in putting together the Business Continuity plan for the department.

Next meeting: Wednesday 3rd May 2006 in B/A001 at 2.00p.m.