

UNIVERSITY OF YORK

Department of Biology

INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on Wednesday 7 November 2012

Present: D Cartwright, H Daniels, S Dwyer, L Hudson, D Nelson, A Collingwood, N Charlton, C Abbott, S Haddock, P Roberts, S Howarth

Apologies for absence were received from: David Nelves, Jane Whyman, M Bentley

IC12/061 MINUTES OF THE MEETING HELD ON 3 OCTOBER 2012

DN noted that he had asked for clarification that these were Microbial Safety Cabinets not “growth cupboards” as stated in the minute point [12/055]

IC12/062 MATTERS ARISING

Waste recycling [IC12/054] – complete, SH noted that people are putting general waste in the recycling section of the dual bins in the Atrium; it was agreed to place both co-mingling bins next to each other as the one near to the kitchen is being overfilled. **Action: LH**

Update on Teaching Block [IC12/054] – (i) DC noted that she gave an update to all staff at a communication meeting on 30 October. It was suggested that as plans develop they should be put on-line so the staff can keep up to date.

(ii) AC offered to help with the purchasing of equipment for the new build.

(iii) SH mentioned that Reception will need to be well sign-posted and still look good during the construction phase. DC confirmed that the only change to the Atrium during phase 1 development will be the addition of a covered walk way between the Atrium and the new building.

Fire releases for teaching automatic doors [IC12/055] – LH agreed to chase Russell Bailey **Action: LH**

Backup generator fumes in M0 [IC12/055] - complete

Spillages in the Department [IC12/056] – complete

Estates calling card [IC12/059] – NC still hasn’t had any calling cards even though work has been done in Teaching, LH to raise it at the Biology Estates meeting **Action: LH**

Fire evacuation leaflet [IC12/060(i)] – SH confirmed that this is working well

K1/K2 admin areas KABA access [IC12/060(iii)] – SH has asked KABA to put both doors on restricted access

IC12/063 SAFETY

(i) Safety Inspections - DN noted that all facilities associated with the work activities of Infrastructure Committee members have been inspected for the year; he thanked everyone for their positive attitude towards safety and noted that whilst there is a good standard of Safety compliance in the team, there is, as always, room for improvement.

(ii) Accident in Teaching – DN outlined a recent incident where a student fainted in a microbiological practical; it was thought it was due to a very high room temperature. DN has spoken to the Practical Organiser to see if all the Bunsen burners needed to be on full for the entire duration of the practical and he has investigated ventilation options. It was agreed that Practical Organisers will be asked to turn down Bunsen burners during practical sessions when they are not in use.

(iii) Main liquid nitrogen storage area (E corridor) – it was noted that people are not allowed to use this store out of hours on their own. SH to check if KABA access is able to prevent this access and LH to ensure it is highlighted during any Liquid Nitrogen Training
Action: LH/SH

IC12/064 SAFETY TOPIC

HD gave an overview on Laboratory Animal Allergy risks for animal workers. DN noted that risk assessment and health monitoring are an important part of employee safety procedures.

SH agreed to give a talk at the next meeting
Action: SH

IC12/065 MINUTES OF RESOURCES BOARD

Preparation of fly food for student research projects [12/076] – NC to speak with LH
Action: NC

Exit at the bottom of the stairs [12/077] – SH to speak to LH to clarify which door it is
Action: SH

IC12/066 UPDATE ON NEW BUILD

This item was covered earlier in the minutes

IC12/067 AOB

(i) DC noted that 2 students were trapped in the courtyard between A corridor and the Atrium last night after 6pm, something needs to be done with this; it was agreed to raise it at the Biology Safety Committee
Action: DC

(ii) PR noted that he has been asked by Neil Bruce to generate some images to put around the Department to brighten up the Atrium. It was also noted that E0 corridor could do with some more pictures, SH and PR to work on this
Action: PR/SH

(iii) Estates SLA's – SH noted that she needs to know if lights reported are urgent because otherwise they may not be completed in less than 30 days

(iv) Departmental Information – SH noted that global emails are becoming the norm and asked if the Bulletin was still worthwhile; DC to raise at Resources Board and Staff Committee meetings
Action: DC

Date of the next meeting:

Infrastructure Committee Dates – Academic year 2012 / 2013

Day	Date	Month	Year	Room	Time
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