

# UNIVERSITY OF YORK

## Department of Biology

### INFRASTRUCTURE COMMITTEE

Minutes of the meeting of the Infrastructure Committee held on 7 March 2012

Present: D. Cartwright (chair), D. Nelson, J. Whyman, J. Bell, D. Nelmes, L. Hudson, P. Roberts, S. Haddock, N. Charlton, S. Dwyer (sec), C. Abbott, L. Doucet

Apologies for absence were received from: A. Collingwood and M. Bentley

#### **IC12/015 MINUTES OF THE MEETING HELD ON 1 FEBRUARY 2012**

The minutes were accepted by the meeting

J Whyman briefly introduced the new Cleaning Team Manager (Julie Bell) to the meeting and noted that Julie should be the main contact for any cleaning issues ([julie.bell@york.ac.uk](mailto:julie.bell@york.ac.uk)); it was also noted that the cleaning team should contact Sylvia Haddock or Lucy Hudson with any issues first.

#### **IC12/016 CLEANING ISSUES**

**Cleaning issues in Teaching and L1 [IC12/009]** - JW reported that she and JB had visited the areas concerned and seen the issues and they have now been resolved. NC noted that there has been a marked improvement in cleaning standards in Teaching; it was not thought that there are any remaining issues on L1. JW also note that the RRT has regularly spent 2 hours a day improving cleaning standards in Biology.

**J Block carpets** – JW reported that she has requested £6K of funding for replacement of J Block carpets on safety grounds; LH noted that she has also requested that Estates resolve this issue too.

**Big Stairways at both ends of K Block** – LH noted that the window areas often are not cleaned but this is an area which has many external visitors, JB will look in to this.

**Action: JB**

**J Block Stairwell** – DC noted that there are bits of plastic coming off these stairs and the issue will be raised at the next Biology Estates meeting.

**Action: DC**

**P Block Cleaning** – CA reported that cleaning standards in P Block have improved recently, however the toilets in the Walled Garden are not up to standard, JW will report this to the relevant person.

**Action: JW**

#### **IC12/017 MATTERS ARISING**

**Recent accident [IC12/008]** - LH reported that this is complete

**Cleaning issues [IC12/009 (i)]** - This was addressed earlier in the minutes

**Areas prone to spillages [IC12/009 (ii)]** - LH reported that Colin Bingham is in the process of putting down anti-slip tape. It was noted that checking of the water dispenser has been added to Nick Leckenby's task list; however there have been times when the water tray has been overflowing so anti-slip tape may also be required.

**Action: SH/LH**

**Health and Safety Improvement talks [IC12/009]** - This has been completed

**Ordering Large Equipment [IC12/010]** - It was not clear if this has been completed; LH will amend the document

**Action: LH**

**Trial of Power Management [IC12/011]** - DNlms reported that he met with Jo Hossell (JH), who was initially impressed with the Power Management tool and is going to do some calculations to determine if the project would qualify for Salix funding. DNlms stated that a few issues were discussed in the meeting and he is going to request a longer trial period from the Software Company to investigate these issues further. **Action: DNlms**

**Green Impact Update [IC12/013]** - (i) This is covered later in the minutes, (ii) SD to invite Jo Hossell to give a talk at a Biology Staff meeting after the Green Impact awards ceremony on 4 May 2012. **Action: SD**

**Concourse bookings [IC12/014 (i)]** - This has been completed

**Glass house roof moss [IC12/014 (ii)]** - LH has put this on the agenda of the next Biology Estates meeting

**Walled Garden toilets [IC12/014 (iii)]** - It was noted that there hasn't been any improvement in the cleaning standards / use of these toilets

**-80 Freezers [IC12/014 (iv)]** - LH reported that this has been going well and thanked everyone for their help

**Reception contacting Teaching about roof access [IC12/014 (v)]** - SH noted that Reception are aware of this

#### **IC12/018                      RESOURCE BOARD MINUTES**

Two sets of minutes were reviewed; the following points were noted:

*26 January minutes:* no comments

*23 February minutes:*

*(12/014(i))* DN noted that it was understandable for Research Groups to want some prior notification of Fire Alarm drills when they are undertaking critical experiments.

*(12/017)* DC noted that a decision about left-handed lecture theatre desks had not been made

*(12/015)* It was noted that a display screen could be placed in the Atrium which would be the responsibility of the University and not Biology. PR noted that the Bio-Refinery Development Centre (BDC) may have some funding available for a display screen, he will make further investigations. **Action: PR**

It was also noted that a new screen should be larger, more prominent and not be a "touch" screen.

#### **IC12/019                      SAFETY**

(i) **Winter Action Plan** – DN asked if LH had commented on the recent plan sent out by Estates, LH confirmed that she had marked on the plan the areas requiring gritting and that this had now been actioned by Estates.

(ii) **MRI Scanner** – DN asked for an update on progress. LH confirmed that the current building works to house the scanner should be completed this month. The final completion of the whole project is set for mid April. G001 should be refurbished but work has not started yet. LH noted that there are some issues regarding power interruption and these need to be sorted out.

(iii) **Hydrogen Detection** – DN reported that the current notice regarding what to do in the event of Hydrogen being detected needs to be updated to contact Security and what to do if the red lights begin to flash. **Action: LH/SH**

(iv) **Asbestos cost** – DN noted that he will raise the recent high cost of drilling in to a wall at the next H&S Departmental meeting. **Action: DN**

## **IC12/020 HEALTH AND SAFETY IMPROVEMENT TOPIC**

CA discussed pesticide spraying which is probably one of the most hazardous activities which his staff members undertake; he highlighted the following points:

- Rather than using broad spectrum pesticides Horticulture are increasingly looking at targeting individual pests and using biological control instead of merely killing pests
- In order to minimise the amount of spraying needed Horticulture try to ensure good hygiene practices are followed in the Glasshouses
- Horticulture follows the guidelines in the CAB International book to ensure they are using the correct Personal Protective Equipment (PPE) for each chemical sprayed.
- In general a full face mask is used when spraying, even if this is not required by the CAB guidelines. Face masks have to be properly fitted using the Individual Face Fit Test to ensure they are working effectively.
- Horticulture maintain a database of spraying records for each individual member of staff which is kept for 3 years, this could be useful for anyone who develops health issues and believes it is related to pesticide spraying.

## **IC12/021 GREEN IMPACT (GI) UPDATE**

SD noted that the online workbook has now been submitted and the audit took place on 6 March; SD has been informed that it is likely that we will be awarded the Bronze level award. DC thanked SD for her work with the project.

## **IC12/022 ANY OTHER BUSINESS**

(i) **Lab Photo's** – DC reported that Paul Genever has been approached by a photography company who would like to come in to the department and take photo's for their library which would be available for sale – we would have free copies of the pictures. LH and PR will investigate further and do relevant risk assessments. **Action: LH/PR**

(ii) **Briefing document** – DC asked for any feedback on the Infrastructure restructuring briefing document by Thursday 15<sup>th</sup> March. **Action: All**

(iii) **Walled Garden Gates** – CA raised concerns that someone may be accidentally locked inside the Walled Garden due to there being various locks on the gates which are currently being used by different people; LH will raise the issue at the next Biology Estates meeting. **Action: LH**

(iv) **Bio-refinery Development Centre work** – PR noted that there is a large amount of graphics work required by this new section and that some of it may have to be outsourced.

**Date of the next meeting:**

### **INFRASTRUCTURE COMMITTEE DATES – ACADEMIC YEAR 2011 / 2012**

<b>Day</b>	<b>Date</b>	<b>Month</b>	<b>Year</b>	<b>Room</b>	<b>Time</b>
Tuesday	3	April	2012	J005	2.15pm
Wednesday	9	May	2012	J005	2.15pm
Wednesday	6	June	2012	J005	2.15pm
Wednesday	4	July	2012	J005	2.15pm
Wednesday	5	September	2012	J005	2.15pm