

School Safety Committee 28th Meeting

In Person Meeting Thursday 2nd November 2023

Room 506 Kelvin Building 11.30am -13.00pm

Minutes

Note that every aspect applies to the Kelvin Building and the Observatories at Acre Road and Cochno (abbreviate the 3 sites to KBO).

Attendees:

Paul Agnew (*Workshops*), David Boldrin (*MCMP*), Colin Craig (*Area Fire Officer*), Declan Diver (*Convenor and Theory Groups, Prof & Admin Support*), Fred Doherty (*PPE*), Colin Hunter (*Observatory*), John Marshall (*Safety Officer*), Claire Neilan (*Radiation Protection Officer*), Carmel O'Brien (*Minutes*), Cyril Pacot, (*Science & Engineering*), Head of Technical Services) Tom Queen (*Teaching Technical Support*), Stephen Webster (*IGR*), Jonny Taylor (*Laser Safety Officer & Optics*)

Agenda

1. Attending & Convenor business
 - a. Apologies for absence
 - b. Programme of lab visits
2. Minutes of the previous meeting
 - a. Review of actions (see table of outstanding actions)
 - b. Matters arising not covered below
3. Fire Safety Report (KBO)
4. Radiation safety Report (KBO)
5. Safety Officer Report (items not covered elsewhere)
6. Workshops (KBO)
7. Teaching (KBO)
8. First Aid (KBO)
9. Research Laboratories (KBO)
10. Other operational support activity (KBO)
11. AOCB
12. Date of next meeting.

Please structure any reporting on the categories below.

Categorisation of items	
Fire Safety, Workshops, Teaching, First Aid, Research Laboratories, Radiation safety (Nuclear and Laser) <ol style="list-style-type: none">a. Incidentsb. Training & personnelc. Drills & operational practiced. Infrastructure & equipment	Other operational support <ol style="list-style-type: none">a. Janitorial activityb. Secretarial activityc. Out-of-hours access, security camerasd. General: heavy lifting, storage, building fabric, corridors etc
Safety Officer (items not covered elsewhere) <ol style="list-style-type: none">a. Chemical storageb. Gas storagec. Hazardous areasd. General traininge. General security on-site	Key to items: Infrastructure – fixtures and fittings, such as electrical wiring, telephones, lighting, signage, alarms, cameras, building structures etc. Equipment – machinery/devices, both fixed and portable, used in conduct of business Practice – activities of staff and/or students in their working environment Personnel – those explicitly identified as offering particular skills, and who need to complete refresher training course.

NB: Action or ongoing items still outstanding after 2 meetings have status recorded in red. <https://gla.sharepoint.com/sites/physics-committees/safety/SitePages/Home.aspx>.

1. Attending & Convenor Business

a. Apologies for absence

Ash Lyons (ARC)

2. Minutes

The minutes from the meeting held on 7th September 2023 were accepted as an accurate record.

Item No	Who	What	Date Opened	Status
1b1	DD ALL	All risk assessments to be uploaded to one place in case of spot audits. Create directory for 2023 for new files. SEPS looking for a record of evolution of safety documentation.	02/02/22	Ongoing
	JT	All documentation corrected and up to date. JT has emailed Donald. This information will be forwarded to David Boldrin.		
	ALL	Documentation should be archived by relevant year, 2021/2022 on SharePoint by the next SC meeting 02/11/23.	07/09/23	
		Most assessments are up-to-date and appropriately catalogued in the directory 2023 under relevant group sectors. TQ has two more to update.	02/11/23	
	DB	Is looking at MCMP and has not received any feedback. He will speak to Donald about this.	02/11/23	Action
1b2	DD JM	CP gave an overview of an Automated Risk Assessment System which is currently in use in Engineering. DD suggested a move to an online system like this in 2024. John and Declan to negotiate with Cyril and CoSE IT on how to make the transition to this new process.	02/11/23	Action
1c	DD	Lab visits have taken place for the Teaching Labs. ARC and PPE. The next set of lab visits will happen in December 2023. John, Declan & relevant sector person will visit individual labs. One week's notice will be given.	02/11/23	Action
	All	Any problems with timing should be communicated to Declan.		
1d	DD	KBEW are now in progress.	02/11/23	Ongoing
	ALL	Check with groups what programmed works are planned for this calendar year that might be problematic, in respect of needing access to various sites. Only one works controller for the building during KBEW.		
	DD	FD to ensure all relevant people are paying attention to information that is being exchanged on the Safety Committee, the Moodle site, and on the general notices that come out from Head of School. Initiatives need to come from research groups.		
2a3	ALL	<ul style="list-style-type: none"> i. Sector representatives to start immediately routine local inspections to check on good practice. Convenor & SO will begin rolling programme of lab visits, aiming to visit every lab on an 18 month repeat timescale. ii. All safety committee members should act to ensure good practice is happening in the areas people are responsible for. iii. If anyone comes across something that breaches good practice and safety in corridors or communal areas, they are empowered to take action to sort it. This does not need to be referred to the Head of School, Declan or John, unless clarity is required. 		Standing
2a4	JM/ DD	PAT: All staff are urged to check their offices to ensure safety practice as per the Safety Handbook.	02/11/23	Action
	JM	Request to be made through Estates to get a quote from an outside company for testing the whole School.		
2a5	ALL	Specialist safety inductions for each lab is the responsibility of the lab guardian/sector leader; records of attendance must be kept by that sector. These can take any form but must be producible on demand.		Standing
2a6	CC	<ul style="list-style-type: none"> i. FWs to complete Fire Safety training. Check who needs the training and ask Senior Fire Officer about courses. Send School 		Standing

	JM ALL	<p>memo to ask those visiting KB to ensure they have fire safety training (online course acceptable) beforehand.</p> <p>ii. To find out frequency of training and send round reminders.</p> <p>iii. Sector reps to remind all sector members that this training is mandatory. A Fundamental Fire Safety Training course must be completed every 3 years. SC members to complete it and communicate to research group, sector group, post docs and students to complete the training course.</p>		
	CC	iv. Check which fire wardens have not completed the Safety Training, and let Declan know.	02/11/23	Action
3a2	DAD JM	Check if voids where the old phone system was have been fire stopped.	02/02/23	Action
4d4	SW	JIFF lab refurb will start in December 2023. The area outside the concertina doors is likely to be the staging area for JIFF works and will be marked out. Coordination with KBEW to be confirmed.	02/02/23	Ongoing
7a2	TQ JM	I. Water ingress in teaching labs and PPE still a problem in 341/345. Multiple requests have been made to estates, but further pressure needed.	02/02/23	Ongoing
	FD	II. Contractors have advised that reportage of problems in this area are maximized. If these reach a certain threshold, they will pay for a cherry picker to go up on the outside wall side and inspect the area. There have been an increased number of jobs submitted in this one area to facilitate the contractors to do this.	02/11/23	
	DD	III. Heads of Research groups affected by this issue, should make a case separately and collectively to the Head of College and Head of Estates (cc'ing Head of School), showing that there is reputational and scientific damage being done because of the water ingress.	02/11/23	Action
	JM	IV. Andrew Bell has done a survey on flat roofs in KB last month. This is ongoing.	02/11/23	
	TQ	V. Submitted a job line to CBRE over a month ago to get a leak sorted in the main teaching lab in the Observatory that is causing mould to grow on the walls. A second job line will be submitted to CBRE to remove the mould.	02/11/23	Action
7a3	TQ	I. There are still ongoing issues with information about disabled students not being passed on to technical staff in a timely manner. Students are still experiencing distress in the labs.	02/11/23	
	DD	II. Ask Siong to add TQ to the distribution list of people being informed.		Action
	DD	III. To arrange a meeting with Siong Heng (Disability Co-Ordinator), Tom Queen, Morag Casey, Stephen McVitie, and Claire Neilan. The purpose, to discuss how to partition responsibilities and anticipate what actions may be required, to make the experience for those people affected as stress free as possible.		Action
8b	ALL	Minimal number of first aiders in KB currently, but more headroom than at present would be good. If anyone is interested in first aider training, refer them to John Marshall	02/02/23	Ongoing
	JM	There has been no interest in training to date.	02/11/23	
	CP	There is movement away from nominated first aiders. First contact is through the SafeZone App.	02/11/23	
	JM	To encourage everyone to download SafeZone App.	02/11/23	Action
10d1	JM	I. Power supplies to affected disabled toilets to be connected.	02/02/23	Ongoing
		II. The length of the pull cords needs to be investigated. This was completed on the 28 th February 2023.		

	DD	III. Level 2 requires reinvestigation. IV. A general refurbishment of toilets will be done in the Kelvin building separately and some under KBEW.	07/09/23 02/11/23	
11d1	JM	i. External gas storage area is overcrowded: too many cylinders making access problematic. Some cylinders are not secured, and there is a large Nitrogen tank that seems to be unused. All tanks & cylinders not in use should be removed immediately. John Marshall to contact SEPS and owners.	02/02/23	Ongoing
	JM	ii. There is activity going on around this currently. Waiting on confirmation.	07/09/23	
	JM	iii. There are still random cylinders in the gas storage area.	02/11/23	
	DD	iv. This area needs to be monitored to ensure there are no abandoned materials lying around.	02/12/23	
11d4	TQ	Check on status of servicing the teaching laboratory partitions.	02/02/23	Action
	TQ	Teaching laboratory partitions have not been serviced. A job line will be submitted to Estates.	02/11/23	Action

11. AOCB

- FD There is a problem for some people with the toilet cubicle doors in the Kelvin Building. Could the doors be designed to open outwards rather than inwards?
- DD There is currently a review of all the toilet facilities in the building, this is something that could be fed through to Andy Maxwell. Could design issues be considered while the review is under way?

12. Date of next meeting - Friday 19th January 2024