



13th Meeting of the School Safety Committee

Wednesday 09th May 2018, 10:00-12:00
Held in Room 506, Kelvin building

MINUTES

Present: Professor C Buttar (Chair), Mr P Barbour, Mr C Craig, Dr G Gibson, Dr S McFadzean, Mrs R McLauchlan, Mr G Smith and Dr M van Veggel.

Apologies for absence

Dr D Diver, Ms A Garrett, Mr C Hunter, Professor V O'Shea.

13.1 Minutes

The minutes were accepted. CB explained that each action that is still open will change number according to the meeting number i.e. 12.1.1 will become 13.1.1 etc. RM suggested changing the structure of the minutes. It was agreed that the minutes will have this format from now on.

13.2 Matters Arising

13.2.1 - Fire Safety - Moodle

CC said that AG is in the process of chasing up the Fire Wardens about training, can see the status of this on Moodle and believes that most Wardens have done it. CC added that AG reminds people when they are due to renew their training too.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.2.1a	AG	Fire Wardens to complete Fire Safety training.	04/10/17	Ongoing		
13.2.1b	AG	E-mail to advise staff and PGR students to complete the training every two years.	04/10/17	Ongoing		
13.2.1c	AG	Liaise with Tom Queen to find out who has completed the Fire Safety training on Moodle.	04/10/17	Ongoing		
13.2.1d	AG	Circulate status of who has done training to Safety Committee	09/05/18	25/05/18		RM to chase AG on this.

13.2.2 - IGR JIFF Lab Smoke Detector

PB explained that this has been updated as much as economically and practically possible without causing major works and huge expense. There are still a couple of heads still outstanding in the JIFF lab that CC explained cannot be

accessed without compromising the clean room (ceiling would have to come down), but they are still active and operational in the loop system. New heads have been given individual fixed IP addresses but the old ones cannot be addressed in this way. When in a loop, the old heads affect the loop by causing addresses to move around when any of the heads are faulty. If the loop is fully operational the location of a triggered head can be identified fine, but if one head is faulty it can be problematic for firemen to identify the location of the triggered head. There are no plans to replace them long term, only if they were broken would they get replaced. PB said that E&B have done all the work they can do; if we request extra work the School would have to find the funds for this. CC noted that labs refurbished within the last 7 or 8 years have newer model smoke detectors.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
12.2.2a (prev 12.2.4a)	PB/CC	Liaise with the Fire Officer to ask is this a priority to update now or should new heads be fitted, could the FO provide advice on this.	04/10/17		09/05/18	CLOSED
13.2.2b	PB	Check with Fire Officer (once back at work) whether things are OK as they are or if smoke detector loop or void detectors should be changed.	09/05/18	Ongoing		

13.2.3 - EVAC Chair

Awaiting information from Central Services as they are the only people trained to use the EVAC chairs. It was suggested that there should be an EVAC chair at each call point. CC asked about this at the Fire Officer's course and was told that they are not required at every refuge point. SMcF discussed the fact that that security are the ones trained but no-one is allowed to re-enter the building so wondered if we could instead have staff in situ, able to use the chairs and assist at the refuge points as everyone exits the building. PB added that people in EVAC chairs need to be the last ones out of the building so that they do not block the escape for other people.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
12.3.3a (prev 12.3.5b)	PB	AG to state in the post drill e-mail today that there are now refuge points in the building.	04/10/17		09/05/18	CLOSED
13.3.3b	PB	Update the hand book with EVAC chair/refuge point information.	04/10/17	Ongoing		
13.3.3c	PB/	Invite Fire Officer to Safety Committee meeting to discuss EVAC chair, first aiding, duty of care, etc.	09/05/18	TBC		

13.2.4 - First Aiding and Contacting Emergency Services

MVV raised a point about first aiding and the Gatehouse staff coming to the incident to take over, when there are trained first aiders based here that are sufficient. CB added the point about having to phone the Gatehouse on 4444 (or Garscube security on 2222), rather than emergency services directly. PB confirmed that if you dial emergency services from a university landline you will automatically go through to the Gatehouse. CB and MVV agreed that it is beneficial to be able to phone the emergency services directly so that you can speak to the trained operator to deal with the incident straight away, rather than be delayed with waiting for the Gatehouse staff to get to the incident.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.2.4a	CB	Contact SEPS to query calling 4444 versus emergency services directly.	09/05/18			

13.3 Safety Officer's Report

13.3.1 – Chemicals

SMcF and PB are to meet soon to go over matters concerning this. Stores have a list of all incoming chemicals and they know which group and who they are going to, however, there is no register of where exactly they are ending up and how they are being used, etc. GG added that sometimes Quantic buy in chemicals that go to Engineering too. MVV brought up an instance where someone bought chemicals that were already available in storage. She has asked Stores to tell her every time someone buys chemicals so she can check to see if it is necessary and make sure it is done safely. SMcF said wastage can also be an issue when higher quantities are ordered than required.

It was agreed:

- we should create a standard format for all logs (inc. risk assess, COSH, who, where, what for, etc. on it)
- groups should maintain their own log repository (via a shared drive like in MCMP and IGR?)
- the relevant people should have access to their own group's repository
- everyone must be informed of and fully understand the procedures i.e. instructions on ordering and disposal, etc. (email these round School?)
- all logs should be gathered onto one centralised log database (Safety Moodle?). This would then be accessible to fire services during drills.

It was noted that there is a large quantity of material in the Chemical Store needing identified and disposed of or removed before Viola's visit. CB asked PB to notify the groups about the Chemical Store tidy and uplift, SMcF added that we should include a statement to the groups emphasising that they should be completing consignment notes. SMcF agreed to provide PB with a consignment note template form for him to send to the groups. SMcF added that it costs £50 per application to SEPA which should be funded by the School to cover the backlog and then by the groups from then on.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.3.1a	PB/ SMcF	Amended risk assessment template sent to research groups.	04/10/17			?
13.3.1b	SMcF/ MVV	Ask Ian Anthony about producing a centralised log database and update handbook with PB.	04/10/17		Sept '18	
13.3.1c	PB/ SMcF/ MVV	CB/SMcF/MVV to meet to discuss chemical logs for each group further. AG keeps a chemical log and processes the COSH sheets and logs them centrally. So far only MVV from IGR has provided a list. SMcF to check who in MCMP will complete chemical log. Still awaiting contact from other groups.	04/10/17		Sept '18	
13.3.1d	CB	To find out if there are any other safety officers in other schools.	04/10/17			?
13.3.1e	PB	<ul style="list-style-type: none"> - Contact Viola and arrange for them to visit the School for a chemical survey and disposal estimate and to ask the School and College to meet the cost. - Send list of chemicals being removed round research groups to see if they have anything to add and include a consignment note template form for them to complete - Notify groups about when the chemical uplift will happen 	04/10/17	Ongoing		PB and SMcF to identify chemicals that need removed/disposed of from Chemical Store before Viola's visit.

13.3.2 – Gas Storage

Under the Safety Audit, gas cylinder storage was highlighted as a problem, so they need to be moved ASAP, but because of ongoing works around the building there is no-where else we can move them to at the moment. They cannot be moved as part of the refurbishment so once the works are finished we will decide where to put them. Various suggestions were made about where they should go. They cannot go on the north side of the building because of the roads being blocked due to works commencing soon, Historic Scotland have vetoed other options and they cannot be put on the south elevation of the building as this would remove all the parking there and hinder access for emergency services and delivery vehicles, they cannot be put on the east side either because of the emergency exit under the lecture theatre there.

PB emphasised that the only viable and available option was to put them in a hut/pound along from the garage doors on the north elevation of the building after the refurb. He added that this would be constrained by planning permission for having it close to a listed building (will take 12 months to get building warrant). PB said that it was suggested we could share a pound with Chemistry but he agreed with SMcF that it would be too risky having to move the cylinders up the hill from there.

GG said that installing compressed air pipes would reduce the Optics group's need for gas cylinders. PPE are looking at replacing their compressor on the basement level and PB suggested that this could be an opportunity to mitigate costs by putting in a compressor that had the capacity to supply the other research groups too, installing compressed air pipes while at it. SMcF warned that this would need to meet sub-PPM moisture content which would be expensive (~£15K to buy with ~£5K per yr maintenance costs). PB explained that PPE use driers anyway. CB concluded that this is being looked via the Management Team meeting to see if there is School and College funding for this.

PB sent a request to all research groups asking about replacement gas cylinder regulators, which are recommended to be replaced every 5 years but must be replaced every 10 years. CB suggested asking AG to add this to the gas central log.

MVV mentioned that there were a lot of old cylinders still needing uplift but PB confirmed that AG has had these removed.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.3.2a	PB	To select people to go on gas cylinder training.	04/10/17			30 people to complete the training on list. PB to select people to go on training.
12.3.2b (prev 12.3.8b)	PB	Contact the Fire Officer to arrange a risk assessment and for recommendations. Peter Dunn to be involved then take to E&B.	04/10/17		09/05/18	CLOSED
13.3.2c	PB	Once works have finished move gas cylinders somewhere suitable and safe	04/10/17	Ongoing		
13.3.2d	PB	Ask AG to add regulator details (dates of replacements etc.) to gas cylinder log	09/05/18			

13.2.3 – Status of Refuge points

PB said that there are two units that have still not been installed so he contacted E&B twice and was told that the contractor was going to visit, however, they never turned up and their supervisor is currently on holiday. There are also still ongoing fire compartmentation works on areas within this building, one being the mezzanine floor area.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.2.3c	DD	Keep everyone updated on any issues and anticipate any issues.	04/10/17	Ongoing		
13.2.3b	PB	Contact E&B/contractor supervisor once they are back	09/05/18			

		from holiday to chase instalment of last two units and refer on to Fire Officer if they have still not responded.				
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13.3.4 - Cleaners

PB explained that cleaning equipment and material storage was raised as part of the refurbishment works and they are looking to create fire-safe storage areas near the goods lift for this once the metal storage cabinets have been removed by the groups who use/own them.

RM raised an issue with the heating on the north side of the building and how the cleaners have found conditions very hot and hard to deal with first thing in the morning. PB explained that if they turn off the heating in the level 5 corridor then the heating on level 6 would be off too. The heating on one side of a floor cannot be turned off separately from the other either. PB added that people have complained about it being too cold on the north facing side of the corridor when the heating has been turned off, even in the summer.

As part of the refurbishment, they are looking at adding reflective glass to the south facing windows in order to reduce the heat on that side. CC asked if they could adjust the thermostats on the radiators but PB explained that it's the feed pipes that are causing the heating issues. PB also said that vertical risers can also cause the heat to rise to the top of the building. GS mentioned that the feed pipes in their lab are very hot and they would like them insulated in order to reduce the heat.

In conclusion, PB said it has been investigated numerous times by our heating and ventilation engineers and they cannot adjust the temperatures on the new central heating plant.

RM lastly asked if it is OK for the cleaners to prop doors open in the morning to ventilate the floors, since the heating will need to stay on. PB confirmed that, like with using cleaning chemicals, they can do this as long as the doors are not left open without the cleaner there.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
12.3.4a (prev 12.3.9a)	PB	Storage solution to be found for cleaning equipment and materials.	04/10/17			CLOSED
13.3.4b	PB	Follow up on the work request for damaged tiles.	04/10/17			?

13.3.5 - Asbestos Report

Reports are now being passed to PB.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
12.2.5a (prev 12.3.3a)	PB	Inform Nick Elliott of the need for an asbestos survey before the cable is laid for the refuge call points and to inform him that the back stairwell vent has asbestos residues in it which need to be removed.	04/10/17		09/05/18	CLOSED
12.3.5b (prev 12.3.11a)	PB	Copy of the asbestos reports to be passed to PB. Having this set up is still in progress.	04/10/17			CLOSED

13.2.6 – Incidents to Report

PB notified everyone of an incident at the Observatory that was reported to Garscube Security – a contractor entered the site and got hit by a deer. This was also reported to the Graham Woan (Obs Director), Giles Hammond and Colin

Hunter. PB asked them to warn any students or staff working there of the incident. No further action is required from this.

13.4 Fire Officer's Report

CB said that this will be raised at the SMT meeting to ask the HoS about highlighting fire safety procedures and people's roles via the School newsletter or staff forum. CC said that the Assistant University Fire Officer told him that Fire Wardens are not meant to go back and check rooms but implied that they can if they wish. CB said this needs to be made clearer to everyone.

There was some discussion about people not leaving the building during a fire alarm, thinking it is just a practise drill. PB emphasised that anyone who does this should be reported to the University Court where it can be seen as a sackable offense if they do it three times.

The Fire Wardens in this building tend to do some level of checking but only as they leave the building. CB asked PB to check that this is what we should be doing with the Fire Officer. PB emphasised that closed doors should not be opened during this process, especially ones where the door or handle is hot.

MVV said that there are some people who have not managed to attend the annual Safety training over the last three years and asked how we can ensure that people attend these sessions.

PB suggested having similar boards outside the IGR clean rooms, labs and the switch room to what PPE have outside their ones i.e. names and in/out boards.

CC said that people don't seem to clearly know where to go when they get outside during a drill and we should produce extra signage. CB suggested signage on the floor surfaces and PB agreed this would be a good idea; however, it will need to wait until after the refurbishment works.

GS added that people sometimes go back towards their office to get belongings during a drill.

PB said there are issues with crowds stopping at the exits and suggested that the assembly points should be placed further away from the building.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.4a	AG	E-mail school to advise everyone on leaving building in the event of a fire.	04/10/17			CLOSED
13.4b	AG	E-mail after drill today to ask people to check during the drill on Monday that they can hear the alarm and point out that there are now refuge points in the building.	04/10/17			CLOSED
13.4c	PB	STAFF FORUM: To make staff and students aware they need to be able to hear the fire alarm when wearing headphones.	04/10/17			CLOSED
13.4d	CC	Raise a works request to have alarm moved to another location in the ceiling.	04/10/17			CLOSED
13.4e	CC/ PB	Draft outline or bullet points on fire drill procedures and people's roles then run by SMT meeting.	09/05/18			
13.4f	PB	Ask Fire Officer for a firm ruling on whether Fire Wardens can/should go back to check rooms during a fire drill.	09/05/18			

AOCB

13.2.5 – Building Refurbishment

CB confirmed that the courtyard has been closed and PB added that he is about to arrange another uplift.

The next refurbishment meeting is due to take place on Tue 15th May. Works are due to start in June 2018.

Proposals for the bridge are on hold due to Historic Scotland planning permission issues. PB and DD had hoped that the bridge would be completed first so that it provided another emergency escape route (with the new entrance and lift works closing off the basement and courtyard areas as an exit).

The current main entrance will still be operational, but it could be blocked at times with the works (not definite at this stage). This means that there will be issues with the evacuation of the building as the only exits that will definitely still be open are the ones at the old building and by the Crane Hall. The Crane Hall concertina door will also need to be removed at some point, with a temporary structure and a double width evacuation door put in its place. This will mean people could leave directly from lecture theatre 257 during a drill.

SMcF asked that, during the refurbishment, lecturers in theatre 312 are clear with the students about where they should exit it during a drill as they have the tendency to leave the same way they came in when they should go down the back stairs instead.

SMcF also said that having the exit route to the pound closed off will slow down the other stairwells even more.

CB asked if the Fire Officer has been involved and PB confirmed that he has attended two meetings to do with the refurbishment. PB added that all these matters will be discussed at a pre-start meeting with the contractor and E&B. Works will not commence until this is all established. CC argued that we need to know each day whether the main entrance will be useable.

CB said that this should be brought up at the SMT meeting with the insistence that the new bridge entrance would provide a much-needed additional fire exit during works. Everyone agreed that it seemed unreasonable that both H&S and accessibility requirements are being superseded by Historic Scotland restrictions.

PB suggested holding a fire drill with the exits affected by the refurbishment blocked off (including temporary signage) so to demonstrate the consequence this will have on fire safety. We would not be able to demonstrate this as effectively right now due to the students being away, but we could look at doing this during the summer school period.

CB reiterated that fire safety updates and information needs to be shared more clearly via staff briefings, newsletters, forum, at inductions and (through CRB) on slides during lectures. CC said that he and AG thought about giving briefings at lectures but was told this was not advisable as the person doing the briefing could then be held liable.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.2.5a	PB/ DD	Find out how works will be done and if any fire safety provisions will be maintained. They will pass the results to AG/CC.	04/10/17			No start dates for works yet, update at refurbishment meeting next week.
13.2.5b	PB/ DD	Report back from E&B "stakeholder" meetings on the impact of work on fire safety and whether any changes to e.g. routes need to be taken account of. They will pass information to AG/CC.	04/10/17			?
13.2.5c	CB	To include statement in SMT minutes "H&S Committee is strongly concerned with the current fire exit provisions during the refurbishment and this needs to be investigated further. The bridge should be part of the initial refurbishment".	09/05/18			

13.2.5d	CC/ AG	Investigate arranging a fire drill to demonstrate the inadequacy of the exits during the refurb (e.g. during summer schools?)	09/05/18			
13.2.5e	PB	To check CRB webpages to see how information could go out via the screens in the lecture theatres and email Safety Committee with update on this.	09/05/18			

13.2.6 – Notification of Engineers/Contractors On Site

SMcF mentioned an instance last week where engineers walked in to inspect fire heads and disrupted a spectrum acquisition that he was carrying out. SMcF complained that they should be giving him a week's notice for such checks. CC said that engineers disconnected the gas suppression system recently to work on it and no-one has said anything about whether the faults have been fixed or if it has been reconnected successfully. CB agreed that there are obviously communication issues.

PB explained that the janitors are normally good at recording who is coming into the building on the white board at the entrance. CB asked who in E&B organises the routine maintenance of this building and could we email them to ask for reminders about checks/works when they are about to happen. PB has previously asked for lighting reminders and agreed that they should be emailing us with updates/reminders. If they just emailed him, he would be happy to forward the details to the relevant School staff/technicians.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.2.6a	PB	Ask E&B for reminders regarding engineer/contractor visits and emphasise that they should be signing in to each building they visit, not just at Central Services.	09/05/18			

13.2.7 – Access Report

SMcF complained strongly about risks associated with poor fire safety in the KB and E&B not fixing these issues e.g. the majority of our fire doors having huge gaps and therefore being non-compliant to British Standards. CC said that they may not be able to change the doors because of the Historic Scotland restrictions. SMcF argued that E&B have a duty of care and we should be more vocal about this via our HoS. PB said that compartmentation works are not complete so will bring this up with the Fire Officer. SMcF acknowledged the funding issues with replacing all the doors and PB added that bespoke doors would need to be made due to the non-standard dimensions so this could cost ~£5K per set of doors. SMcF said that the doors have to be non-combustible for 1 hour and prevent the escape of fumes in order to meet standards.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.2.7a	CB/ PB	Discuss fire doors not meeting British Standards with Fire Officer and raise issue at SMT meeting.	09/05/18			