

14th Meeting of the School Safety Committee

Wednesday 1 May 2019, 14:00-16:00
Held in room 506, Kelvin building

MINUTES

Present: Prof C Buttar (Chair), Mr C Craig, Dr D Diver, Dr G Gibson, Mr C Hunter, Dr S McFadzean, Mrs R McLauchlan, Ms C Neilan, Mr G Tobasnick

Apologies for absence

Ms A Garrett was absent from this meeting.

Mr P Barbour, Mr G Smith, Dr M van Veggel and Prof O'Shea have all stepped down as members of this committee. CB welcomed new member Ms C Neilan. There were brief round table introductions and CN informed everyone that she has taken over as Radiation Officer for P&A.

14.1 Minutes

The minutes from the meeting held on 9 May 2018 were accepted as an accurate record.

14.2 Matters Arising

EVAC Chair						
CLOSED						
Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.3.3b	PB	Update the hand book with EVAC chair/refuge point information.	04/10/17		01/05/19	CLOSED - Moved to AOCB
13.3.3c	PB	Invite Fire Safety Officer (FSO) to Safety Committee meeting to discuss EVAC chair, first aiding, duty of care, etc.	09/05/18		01/05/19	CLOSED - moved to FO Report section 14.4a

First Aiding and Contacting Emergency Services						
CLOSED						
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		01/05/19	CLOSED

Cleaners						
CLOSED						
Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.3.4b	PB	Follow up on the work request for damaged tiles.	04/10/17			CLOSED – Shower in basement to be redone during works anyway

Access Report						
CLOSED						
Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.2.7a	CB/ PB	Discuss fire doors not meeting British Standards with FSO and raise issue at SMT meeting.	09/05/18		01/05/19	CLOSED – 60 sets of fire doors to be replaced as part of refurbishment

14.3 Safety Officer's Report

Chemicals						
Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.3.1a	GT	Amended risk assessment template (for summary of lab spaces) sent to research groups.	04/10/17	15/9/19		SMcF sent this to PB in 2016. GT to send risk assessment to RGLs and teaching staff.
13.3.1b	SMcF	Ask Ian Anthony about producing a centralised log database and update handbook with PB.	04/10/17		01/05/19	CLOSED
13.3.1c	GT/ SMcF	Review group and COSHH document and chemical logs	04/10/17	15/9/19		Consult Richard Middlemiss about IGR log in MVV's absence Discuss with AG what information is held by centrally
13.3.1d	CB	To find out if there are any other safety officers in other schools.	04/10/17		01/05/19	CLOSED
13.3.1e	PB	- 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		01/05/19	CLOSED – superseded by 14.3.1a

14.3.1a	GT/SMcF SMcF CB/GT	Send email explaining disposal process to RGLs and add procedure to handbook. Have designated person in each group complete SEPA forms from now on. Ask HoS if School is happy to continue paying for disposal or whether this should come from research funds.	01/05/19	15/9/19		Uplift of waste chemicals is nearly finished with uplift of unknowns due to take place within next two weeks (after chemical analysis of them).
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Gas Storage

During the audit for building accessibility, it was established that where the gas cylinders are currently being stored is not acceptable. We are yet to find a suitable alternative area for them.

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		01/05/19	CLOSED – superseded by 14.3.2a
13.3.2d	GT	Ask AG to add regulator details (dates of replacements etc.) to gas cylinder log.	09/05/18	Ongoing		
14.3.2a	GT	Email relevant people about SEPS training sessions as they are announced.	01/05/19	Ongoing		
14.3.2b	GT	Invite Phil Roger (SEPS) to provide risk assessment on storage of cylinders.	01/05/19	15/9/19		

Hazardous Area Survey

GT sent the forms out but has only received 9 back so far. This will be done annually from now on.

14.3.3a	GT	Collate forms and send reminder to people who haven't replied and send forms to SEPS	01/05/19	15/9/19		
14.3.3b	DD	Capture forms electronically then use data for summary of lab spaces	01/05/19	15/9/19		

Radiation Protection

RPS will be moving out of the Kelvin building soon. CN explained that wipe testing has to be done annually so she will take over doing this once RPS has left. Jim Gray has provided CN with a list of all sources held within the school and Janice Thompson is to go round the building with CN in a month or so.

Jim Gray told GT recently that RPS are increasing their Store bin capacity due to Healthcare Environmental charging double the price for disposal. IGR also have a large redundant chiller in there that needs removed. SMcF added that it could still be of some use so should be moved and stored in a nearby cupboard.

14.3.4a	CN	Talk to Fred Docherty about adding rm108 and SMcF about adding rm113 to list of sources	01/05/19	15/9/19		
14.3.4b	CN	Forward info from RPS on training sessions (twice a year) to relevant staff	01/05/19	Ongoing		Include in School inductions for new staff and PGR

Lasers

GG mentioned that proposals have been made to change the overall layout of the switch room and move the partition, putting the lasers on two separate benches. Jim Gray looked at the room and could not see any major issues with it so we are looking to progress with the works. Jim Gray will sign this off.

CC installed an additional interlock on rm115 after concerns were raised about the outer low-power lasers.

14.3.5a	GG	Ask Jim Gray if training could do with being improved	01/05/19	15/9/19		
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Safety Officer AOCB

GT informed everyone that he did a walk round with Billy Russell, University Senior Fire Safety Adviser. GT said that they are currently in the process of getting rid of all unused furniture and equipment found in stairwells, corridors etc. There have so far been 3 or 4 uplifts from the courtyard of surplus material, detritus from under the lecture theatre (blocking the plant room) and oils from the back of the building. Research groups should be informed that items (e.g. telescopes) on display in corridors must be removed and wooden boxes must not be kept and stored in stairwells.

GT discovered that two disabled toilets in KB did not have alarms activated (wired up) so has requested these be connected. This will require an electrical shutdown during works.

14.3.6a	GT	Check that all disabled toilet alarms are working	01/05/19	15/9/19		
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14.4 Fire Officer's Report

CC had a meeting with Billy Russell and asked him if there could be a separate, different alarm for evacuations not relating to a fire – there are no plans at the moment but this is being discussed further elsewhere in the University.

CC mentioned a recent alarm and evacuation that was due to an overheating light fitting and that security were slow at responding to the alarm (~5min delay). Security did not phone the janitor to check if it was a genuine fire or not; instead, CC found the source of the fire and had to alert security. Billy confirmed that if we believe there is a fire then we should contact security straight away and state that they must send the fire brigade.

DD noted that, during the Kelvin Progress meeting, Peter Dunn of E&B announced that this building is officially “at risk” of fire because of the unstoppped voids, mixed materials in the old building and fire door situation, so a five minute delay could be seriously problematic.

CB mentioned that there was apparently a “hotspot” near the light that triggered the alarm. SMcF confirmed that the light was replaced straight away. Servest are also due to quote for replacing all the lights in the basement level. SMcF wondered if there are other similarly faulty lights elsewhere in the building. CC added that there have been many previous instances of faulty lights causing the fire alarm to go off.

SMcF suggested that information on fire procedures should be provided in all the lecture halls as we sometimes have lecturers here who are unfamiliar with the building and could do with being briefed on how to handle an evacuation.

GT noted that he should be told when anyone needs a Personal Emergency Evacuation Plan (PEEP); GT would then interview the person and draft a PEEP which would be valid for the period required. Undergraduates should acquire PEEPs elsewhere, via Disability Services etc.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.4.1e	GT	Draft outline or bullet points on fire drill procedures and people's roles to be sent to CC then run by SMT meeting.	09/05/18	15/9/19		2 Fire Warden (FW) positions are currently vacant and need filled, find an additional person to help.

13.4.1f	PB	Ask FSO for a firm ruling on whether FWs can/should go back to check rooms during a fire drill.	09/05/18		01/05/19	CLOSED – FWs should wait until all clear before re-entering the building and should also stop anyone else from re-entering.
14.4.1a	GT	Provide feedback on Emergency Planning Exercise.	01/05/19	TBC		
14.4.1b	GT	Ask Billy Russell and David Redpath (E&B) to escalate replacement of faulty light system as urgent.	01/05/19	15/9/19		
14.4.1c	CC	Send CB copy of up to date fire alarm log to see if there are recurring causes.	01/05/19	15/9/19		
14.4.1d	GT	Ask HoS about getting emergency procedure cards placed in lecture theatres (speak to Andrena Dougall in Central Room Bookings?)	01/05/19	15/9/19		
14.4.1e	GT	Have refresher meeting with FWs about the use of radios and hi-vis vests during evacuations (i.e. two of each kept at front door, two of each handed out)	01/05/19	15/9/19		

Fire Safety - Moodle

No update.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.4.2a	AG	FWs to complete Fire Safety training.	04/10/17	15/9/19		
13.4.2b	AG	E-mail to advise staff and PGR students to complete the training every two years and liaise with Tom Queen to find out who has completed the Fire Safety training on Moodle.	04/10/17	15/9/19		

IGR JIFF Lab Smoke Detector

CC described the smoke detector loop system and problems with void detector heads (see previous minutes for info.).

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.4.3b	PB	Check with FSO (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		01/05/19	CLOSED – superseded by 14.4.3a
14.4.3a	GT/CC	Consult FSO about service schedule for shutdown of lab, detector loop and heads and void access. Ask Ken Strain and FSO about installation of new door.	01/05/19	Next meeting		

Status of Refuge points

CC explained that during the bomb scare evacuation two people with crutches were found at a refuge point on level 5 and appeared unsure about what to do and where to go. CC said that we don't know whether they used the refuge point or if it even worked.

DD raised concerns about NPE equipment being left in certain areas and cleaning equipment being left at the refuge points, making the points less noticeable.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.4.4c	DD	Keep everyone updated on any issues and anticipate any issues.	04/10/17		01/05/19	CLOSED
13.4.4b	PB	Contact E&B/contractor supervisor once they are back from holiday to chase instalment of last two units and refer on to FSO if they have still not responded.	09/05/18			CLOSED
14.4.4a	CC	Check refuge points during a routine fire test.	01/05/19	Ongoing		
14.4.4b	GT	Tell cleaning staff to not leave equipment at refuge points	01/05/19	15/9/19		
	CN	Ask Tony Clarkson to organise removal of NPE lab refit equipment	01/05/19	15/9/19		

14.5 Update on Refurbishment

Building Refurbishment

DD informed everyone that the Stage 3 document has now been finalised, defining the scope and exactly what is going to happen. Stage 4, the commencement of the works, has been delayed and is now due to start around January 2020.

SMcF asked how the works will affect the normal function of the building and DD explained that there will be noise in the courtyard and corridors. Work will be scheduled to avoid critical times, such as exam times, as much as possible. The bridge access point is scheduled to go in first, providing a second fire escape. GT added that a safety element will be added into the programme as it progresses; we have two Fire Safety Officers and E&B also have a Fire Engineer and compliance section to advise on safety changes needed during projects. GT and DD will feedback information from meetings to FWs.

DD reiterated that up to date information on the building plans and works can be found on the Refurbishment Moodle site, Stage 3 documentation will be added soon. SMcF and GT agreed that the Fire Action Plan has to be dynamic and account for escape routes changing during works. Fire evacuation instruction cards in lecture theatres should also be updated accordingly during works.

DAD mentioned that the Common Room is also due to be refurbished under separate funding.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.5.1a	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		01/05/19	CLOSED
13.5.1b	GT/ DD	Report back from E&B "stakeholder" meetings on the impact of work on fire safety	04/10/17	Next meeting		

		and whether any changes to e.g. routes need to be taken account of. They will pass information to FWs.				
13.5.1c	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		01/05/19	CLOSED - done
13.5.1d	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	Ongoing (TBC due to delay)		Subject to refurbishment schedule, DD/GT to advise.
13.5.1e	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		01/05/19	CLOSED – superseded by point 14.4d

Notification of Engineers/Contractors On Site

SMcF mentioned another instance of E&B giving access out of hours without the contractor notifying us first. GT said there should be a janitor on duty for these too.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
13.5.2a	GT	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. Security should not be giving them keys either.	09/05/18	Ongoing		

AOCB

Safety Handbook

Item no.	Who	What	Date opened	Deadline	Date closed	Update
14.3.7a	CB	Send GT latest (2017?) copy of handbook. To be updated.	01/05/19	15/9/19		

Safety Committee Membership

SMcF questioned how members are selected to be part of this Committee and whether there should be representation from more research groups e.g. IGR, NPE, Imaging Concepts, PPE. GT confirmed that Chemistry have about 12 members on their Safety Committee.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
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14.3.8a	CB	Speak to Fred Docherty about PPE involvement	01/05/19	15/9/19		
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Observatory Heating

CH explained that the central heating system at the observatory has failed so E&B are looking at various replacement options. The current temporary heating system E&B supplied is a tripping hazard and inconvenient for laboratory lessons held there. This has been an issue since the failure of the central heating system in Dec 2018. E&B have visited with a contractor.

Item no.	Who	What	Date opened	Deadline	Date closed	Update
14.3.9a	CB	Raise as urgent safety issue at next SMT meeting and discuss further with HoS and GT	01/05/19	By Sept 2019		

End of Meeting

The date of the next meeting will be confirmed in due course.