

## 16<sup>th</sup> Meeting of the School Safety Committee

Friday Jan 24 2020, 14:30-16:00  
Room 506, Kelvin building

### MINUTES

**Present:** Mr C Craig, Prof D Diver (Chair), Dr G Gibson, Dr S McFadzean, Mr J Marshall, Mrs R McLauchlan (Minutes), Ms C Neilan, Mr T Queen, Mr G Tobasnick

#### 1. Attending & Convenor Business

##### a. Apologies for absence

Ms A Garrett, Mr C Hunter, Prof V O'Shea.

##### b. Safety Handbook Update

A draft document was circulated to the members before the meeting and the final draft will be completed in due course.

The following actions were noted as follows:

Item no.	Who	What	Date opened	Deadline /Status	Date closed
1c1	DD/ HoS	Sign off Statement of Remit.	13/11/19	After HB update	
1c2	CN/ DD	Confirm whether two docs referred to in section 6 need removed or are still active and should be included.	13/11/19	CLOSED	24/01/20
1c3	DD/ GT	Remove out-of-hours log book from Fire Prevention section; replace with instructions that every individual must instead swipe their card. Notify whole KB of new procedure.	13/11/19	CLOSED	24/01/20
1c4	DD	Update list of First Aiders (FAs) in Emergency Plan section, include CH as FA for observatory.	13/11/19	CLOSED	24/01/20
1c5	DD	Include ext. 4444 as KB emergency number and ext. 2222 as obs one on pg14.	13/11/19	CLOSED	24/01/20
1c6	CC/ DD	Get current list of Fire Wardens (FWs) from AG, update list on pg17 accordingly, include CH on new list as FW for obs.	13/11/19	CLOSED	24/01/20
1c7	DD/ RM	Add FA and FW lists, COSH, Hazardous Areas, lab door and instant reporting forms/info onto SharePoint for committee members to access and provide links on P&A website for School staff and students to access certain docs (RM to put links on via T4).	13/11/19	Ongoing	
1c8	GT	Appoint central technical person (handyperson) to conduct PAT testing (every 6months for high risk, 2yrs for low) in areas not covered by research group technicians e.g. Uni teachers, theory groups etc. - Job disc. with HR and awaiting approval - PAT may be supported by UoG (TBC) - Stores and IGR already have PAT equipment	13/11/19	Ongoing	

Item no.	Who	What	Date opened	Deadline /Status	Date closed
1c9	DD	Update Organisational SC chart to include new PAT testing person, JM as Lift & Equipment Coordinator (with Paul Agnew as Assistant).	13/11/19	Next mtg	
1c10	DD	Add CN's tel no. under SC member contact details.	13/11/19	CLOSED	24/01/20
1c11	GG/ DD	On pg21, reword or remove "From time to time the Laser Safety Officer will perform other duties as appropriate".	13/11/19	CLOSED	24/01/20
1c12	GT/ DD	Put FA boxes on every floor of teaching wing in KB and update pg18 to show this, add telescope dome as location for FA box at obs.	13/11/19	CLOSED	24/01/20
1c13	GT/ DD/ CC	Logging incident reports: send SEPS online log system link to relevant staff and define procedure in safety handbook. Have fire panel printer switched on for logging fire incidents, turn off when conducting fire tests.	13/11/19	Next mtg	
1c14	DD	Ask Angela Eden and Tom Queen for list of all Mental Health First Aiders and add list to handbook.	13/11/19	CLOSED	24/01/20
1c15	TQ	Send DD list of all Mental Health First Aiders.	24/01/20	Next mtg	
1c16	CC/ DD	Confirm whether Callum Gray is the "TBC" FW on pg17.	24/01/20	Next mtg	
1c17	TQ	Collect FA boxes from AG in Stores and put 1 in each teaching lab (near or above sinks), TQ and CN offices and janitor box. Check research gps' workshops to see if they need some too.	24/01/20	Next mtg	
1c18	DD	Extract important points and highlight these in email to School about new Safety HB. Populate website with links to relevant forms.	24/01/20	Next mtg	

## 2. Minutes

The minutes from the meeting held on 13 Nov 2019 were accepted as an accurate record with one exception, where, SMcF was mistakenly noted as being both present and absent, when he should have only been noted as absent in the apologies.

Item no.	Who	What	Date opened	Deadline / Status	Date closed
3a1	DD	Faulty lights in the basement set off the smoke alarm system. The fire brigade recommends that they all be replaced. E&B have commissioned Servest to survey all strip lights in KB. DD will write to Senior Fire Officer to urge replacement of all lights as soon as possible.	24/01/20	Ongoing	
3b1	DD	FW vacancies need filled and list needs updated – see 1c7.	09/05/18	CLOSED	24/01/20
3b2	CC	FWs to complete Fire Safety training. Check who needs the training in 2020.	04/10/17	Ongoing	
3c1	DD	Fire exit path from LT257.	13/11/19	CLOSED	24/01/20

Item no.	Who	What	Date opened	Deadline / Status	Date closed
3c2	GT/ DD	Report on fire safety, changes to routes during KB essential works, what the fire exit path from LT257 will be. Awaiting KB Essential Works revised plan from contractors. Works will commence in June. Arrange fire drill to test exits during refurb (e.g. during summer schools?). Consult Billy Russell about the concertina doors being inadequate as a fire exit.	04/10/17	Ongoing	
3c3	CC	Check refuge points during a routine fire test.	01/05/19	Ongoing	
3d3	CC/ GT	Test radios and order new ones as necessary. 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	Next mtg	
3d4	CC	Consult FSO about service schedule for shutdown of IGR JIFF lab, detector loop and heads and void access. Waiting on grant for works. Chase Ken Strain for status update and get written confirmation from him.	01/05/19	Next mtg	
3d6, 9c1	GT	Tell cleaning staff to not leave equipment at refuge points.	01/05/19	CLOSED	24/01/20
	DD	Speak to Dave Ireland about removal of NPE lab refit equipment on level 4.	01/05/19	Ongoing	
	GT	Ask Iain Telfer to mark out area surrounding each refuge point with hazard tape in order to prevent equipment being left in those spaces.	24/01/20	Next mtg	
4b1 &4c	GG	Do walk-round with Jim Gray - should laser training be improved (for 3b lasers and above)? - Optics and Imaging interlocking systems need updated to restrict access more: use same solution as used in Research Hub i.e. Salto cards?	01/05/19	Next mtg	
4b2	CN	Forward info from RPS on training sessions (twice a year) to relevant staff, include in School inductions for new staff and PGR. - Next training session will be in spring 2020	01/05/19	Ongoing	
4c	CN	Talk to Fred Docherty about adding rm108 and SMcF about adding rm113 to list of sources. - rm 113 is already on source list (was just needing tagged as MCMP) - Rm108 is X-ray generator, not permanent source, but should it still have external indicator? – speak to Fred Docherty again	01/05/19	Next mtg	
4d	GG	Write small report on interlocking system and restricting access to research hub equipment (use Salto cards?) and emphasise non-violation of safety procedures. Invite affected research groups to respond, circulate info round SC, share good practise.	13/11/19	CLOSED	24/01/20
5a	GT/ SMcF/ DD	Send email explaining chemical 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. - Research groups to pay for disposal	01/05/19	CLOSED	24/01/20

Item no.	Who	What	Date opened	Deadline / Status	Date closed
5b1	GT	Email relevant people about SEPS training sessions.	01/05/19	Ongoing	
5c	GT/ DD	Ask AG to add regulator details (dates of replacements etc.) to gas cylinder log.	09/05/18	Ongoing	
5d	GT/ TQ	Legislation for electromagnetic field meters changed last year. Jim Gray asked what devices we have in KB. Meters that cover all ranges cost £10k each; need to evaluate level of demand if RPS are to purchase one. Could use contractor to measure instead. TQ to borrow hand held monitor from SMcF for P2 labs. Put up more entry warnings for pacemaker wearers.	24/01/20	Ongoing	
6b	JM	Highlight to all workshop staff that manual handling course must be done before gas safety course.	13/11/19	CLOSED	24/01/20
6d1	JM/ DD	Main gas inlet for KB goes through current welding bay and this goes against new HSE legislation - evaluate how welding bay can be moved to another location. - JM to check with Phil about legislation and whether new door is needed - DD to check with Dominic (E&B) to find out if this was captured in fire survey for KB Essential Works	13/11/19	Ongoing	
6d2	GT	Purchase blinds for workshops affected by sunlight.	24/01/20	Ongoing	
7c	TQ	Share completed P2 lab documentation (risk assessments, equipment records etc.) with DD.	24/01/20	Ongoing	
7d	SMcF	Repair broken hose connection/valve on liquid nitrogen tanks outside. Meanwhile, get temporary supplies from Chemistry.	24/01/20	Next mtg	
8c1	GT/ SMcF	Amended risk assessment template (for summary of lab spaces) sent to RGLs and teaching staff.	04/10/17	Next mtg	
8c2	GT/ SMcF	Review COSHH documentation and chemical logs. - PB had old forms, SMcF to send DD & GT new template for sending round School simultaneously with risk assessment forms.	04/10/17	Next mtg	
9a1	GT	PPE lab water ingress on power supply.	24/01/20	Ongoing	
9a2	GT	Smell in PPE lab, rm479 and rm340.	24/01/20	Ongoing	
9c1	GT/ CH	Observatory heating - raise as urgent safety issue, provide safety report at next SMT meeting. Count heaters at Acre Rd observatory. Request electrical loading check. Look at using air-source heat pump as alternative system. - Works completed to restore original heating scheme, and will be tested on 29/1/20	01/05/19	CLOSED	24/01/20
9c2	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/Janitors should not be giving them keys either (they have been informed). Have a separate digital safe for the nuclear source rooms, so that no key to such rooms is obtained by mistake when accessing a global safe.	09/05/18	Ongoing	

Item no.	Who	What	Date opened	Deadline / Status	Date closed
10a	DD	Janitors to update numbering in goods lift and signage around LT257 area.	24/01/20	Ongoing	
10d1	GT	Consult RGLS and schedule shutdown in order to check that all disabled toilet alarms are working. - Servest are yet to complete checks	01/05/19	Ongoing	
10d2	DD	Parking in KB pend/loading bay. - Received some suggestions for solutions from janitors but no money at moment to implement anything	13/11/19	CLOSED	
10d3	GT	Put in works request to get Concertina doors serviced and light above them fixed. Check status of front door lighting being replaced/updated.	20/11/20	Ongoing	
10d4	DD	Monitor E&Cs vehicle parking in Crane Hall Area.	24/01/20	Ongoing	

## AOB

Job description for KB Superintendent is currently with HR.

It was agreed that the next SC meeting will be advertised to all P&A staff, students and building users (inc. Obs) with the suggestion that people should contact the relevant committee member or DD/GT directly in order to raise any matters in a collegial manner.

All Safety Committee members are reminded of their collegiate responsibility: members are not only representing their own constituencies, but also the school as a whole.

## End of Meeting

The date of the next meeting will be confirmed in due course (in ~2 months time).