

Safety Committee Oct 8/10/21 Draft Minutes

11.30 (via zoom)

1. Attending & Convenor business

Convenor business: the focus of this meeting is primarily to ensure that the Kelvin Building and Observatories are ready for increased usage, and so the focus would not be on covid matters.

a. Attending: Colin Craig, Declan Diver (convenor), Graham Gibson, Colin Hunter, Sam McFadzean, John Marshall, Claire Neil, Eric Oelker, Val O'Shea, Tom Queen, Graham Tobasnick. There were no apologies recorded.

b Covid matters: the Phased return draft strategy v7, and FAQ v3, were circulated prior to the meeting (having been constructed in a covid-exclusive SC meeting).

SM emphasised deficient cleaning of offices; GT commented that insufficient cleaning was a problem across the campus, exacerbated by a shortfall in recruitment.

ACTION: DAD to emphasise unsatisfactory cleaning at the next CoSE covid meeting.

2. Minutes of previous meeting

Given the pandemic interruption to normal meeting frequency, a discussion of outstanding actions from the last full minutes was postponed until the end, if time permitted.

3. COVID business

as 1.b

4. Fire Safety

(CC): No incidents reported. The fire alarms are tested weekly; any minor faults discovered have been successfully remedied. A review of KB fire wardens to ensure adequate cover is needed. David Truesdale will be the new deputy fire warden. CH confirmed that the Acre Road fire alarm is due a maintenance check this month (Dante to carry it out); normally such checks are 6-monthly, but the last such check was 1 year ago. Acre Road doesn't need a deputy fire warden; CH as fire warden is sufficient. Note: Cochno observatory has no fire system.

All fire extinguishers have been checked in KB and observatories.

ACTION: CC to review list of fire wardens and update.

5. Radiation:

Laser Safety: GG will work with EO to ensure transfer of responsibility, liaising with TQ to resolve any outstanding moodle queries about induction courses.

Ionizing radiation: CN reported all well, no incidents; next quarterly report will clarify total radiation exposure, given that general activity in the building is increasing.

6. Safety Officer

JM: only one incident reported since last meeting (PDRA reported minor shoulder injury sustained at home while working from home in France). SEPS have expressed concern that safe cryogenic practice is not being followed by users of liquid nitrogen facility under the external stairs to LT312. Users (MCMP, IGR, teaching support staff) must use appropriate PPE and must not leave cylinders/tanks unattended whilst filling. JM suggested an appropriate zoom training course would

be useful. It was proposed that centralised record keeping by P&A Stores (replacing independent group purchasing) could alleviate problems with outdated cylinder rentals and uncollected empties.

ACTION: JM to remind relevant groups/teaching teams to re-emphasise the requirement for safe practice. JM to liaise with Stores and Chem to implement P&A Stores oversight of purchasing and maintenance of gas cylinders.

7. Workshops

It was noted that Paul Agnew would attend future meetings as the representative for workshops. There were no reported issues with workshops in Kelvin Building or at Acre Road.

8. Teaching

TQ reported that risk assessments for labs and experiments now largely completed; these will be made available to students via a dedicated moodle site, but will also be stored on SC sharepoint for instant access. A prominent notice summarising appropriate covid mitigations undertaken will be displayed in each teaching lab. Guides for cleaners in each lab is in preparation. A register of GTA training will be prepared, covering the relevant safety training, and emphasising that no eating or drinking (including bottled water) will be permitted in any lab teaching space, including computer clusters. Room 333 has mechanical ventilation, but the doors open to non-ventilated corridors. Usage will have to be monitored to verify appropriate occupancy.

ACTION: TQ to place notices in labs re covid mitigation and banning eating and drinking. TQ to supply risk assessments to DAD for central storage on SC sharepoint site, and prepare dedicated moodle site for undergraduate access.

9. First Aid

Acknowledgement that TQ successful efforts to distribute first aid boxes more comprehensively around the KB ensures better access to first aid resources.

List of first aiders needs to be updated. Currently there are only 4 first aiders registered (or about to be registered) in KB, excluding the janitors. This number needs to be significantly increased, to reflect the typical building occupancy.

ACTION: JM to initiate recruitment of volunteer first aiders, aiming to have at least 10.

10. Research Laboratories

from my notes this was inadvertently omitted from the discussion.

11. Other operational support activity

The early closure of the courtyard gate meant that an undergraduate in an electric wheelchair was unable to leave the KB after completing a lab. Eventually a key was found and the gate opened, but this should not have happened. GT suggested that an incident report should be filed, to raise awareness at senior management level.

Note added afterwards: CN reported other incidents involving a postgraduate student using a mobility scooter, impeded from leaving by early gate closure.

ACTION: DAD to pursue via College and Estates (Head of School is already aware); CN/VOS to coordinate with Pedro Parreira (P1 Lab Head) to ensure incident report is filed.

12. AOCB

SM raised the issue of potential disruption caused by COP26, and the implications for campus access. DAD agreed to raise with head of school.

ACTION: DAD to raise with head of school – *in fact, this was raised that afternoon with RSC; DAD proposed postponing all f2f teaching for that two week period as a proactive step. It was agreed instead to monitor developments, and urge lab heads to prepare a back-up plan of shifting teaching to online.*

The meeting finished just before 1pm. There was no time to review of outstanding actions from the previous minutes. The date of the next meeting will be agreed later.