

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

**Wednesday, 17<sup>th</sup> March 2021, 13:00-15:00**  
**Online via Zoom**

### MINUTES

**Present:** Prof C Buttar, Mr C Craig, Prof D Diver (Chair), Dr G Gibson, Mr C Hunter, Dr S McFadzean, Mr J Marshall, Mrs R McLauchlan (Minutes), Ms C Neilan, Prof V O’Shea, Mr T Queen, Mr G Tobasnick

#### 1. Attending & Convenor Business

##### a. Apologies for absence

No committee members were absent from this meeting.

#### 2. Minutes

The minutes from the meeting held on 7<sup>th</sup> October 2020 were accepted as an accurate record.

*(Updates are in italics)*

Item no.	Who	What	Date Opened/ updated	Deadline/ Status	Date closed
3a2	<b>RM GT</b>	Ask for an extract of the Safe Zone app presentation given at the College COVID meeting to put in School inductions, on Safety webpage etc. Safe Zone app presentations due on 4th and 6th Nov. Share link with postgrads and staff. Source PowerPoint presentation from Gary Stevens.	27/10/20	Completed	17/03/21
3b1	<b>JM</b>	E&CS will audit COVID compliance in KB; Only rooms in use require to publish their occupancy. Remind research groups to ensure standard label is fixed to doors.	27/10/20	Ongoing	
3d1	<b>RM</b>	Confirm which UoG outlets/areas are available/open for those working on campus to eat lunch at. Add “eating on campus” link to School COVID webpage	07/10/20	Completed	17/03/21
3e1	<b>DD</b>	Ensure signs are put in the courtyard, all external stairs and inside janitorial box (along with note about Common Rm being out of bounds to students). Raise janitorial issues with HoS, Muffy Calder and Neil Bowering (COVID Recovery gp).	26/11/20	Completed	17/03/21
3e2	<b>JM DD</b>	Rrm320 (computer cluster) is available to students for internet access ( <i>on E&amp;CS list but not student app</i> ). Common Room is not available for private study. Do not offer rms for exams, keep eye on numbers using them, reassess in semester 2. <b>Not appropriate during Tier 4</b>	27/10/20	Ongoing	

3e4	<b>DD</b>	Investigate using large rooms in each research group for short postgrad/staff and supervisor (i.e. 3 personnel per rm) catch-up meetings twice a week (e.g. Tue and Fri), with 3 days between to assist with decontamination. Look at 604 for A&A; emails to other research groups might elicit further possibilities; all subject to overall building numbers being controlled. <b>Not appropriate during Tier 4</b>	27/10/20	Ongoing	
3e5	<b>JM</b>	Outline proposals for limited lab use; GG to offer his insights into possible project working. <b>Not appropriate during Tier 4</b>	27/10/20	Ongoing	
	<b>TQ CN CH</b>	Send DD info on potential reduced capacity KB physics labs (inc <i>floorplans</i> , equipment needed, enhanced cleaning requirements and experiment suggestions) and notes on how Observatory could be partitioned to accommodate a limited <i>face-to-face</i> student learning experience.	26/11/20	Ongoing	
	<b>DD</b>	Take info to R&T Committee.	26/11/20	Ongoing	
4a1	<b>DD</b>	Faulty lights in the basement set off the smoke alarm system. The fire brigade recommends that they all be replaced. E&CS 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	Completed	17/03/21
	<b>SMF JM</b>	Lights in 243 still faulty. Check whether they are old type, do walk round of level 2 and submit works request.	17/03/21	Ongoing	
	<b>CC DD</b>	Fire head found removed from electrical point in rm 520a (fire stopping team in doing work deactivated it?), janitor put in works request - check on status of this. It was reported by Martin Munro (E&CS) that the fire upgrade aspects of the Kelvin Building Essential Works are indeed underway, and this explains the activity around fire doors and possibly fire heads.	17/03/21	Next mtg	
4b2	<b>CC</b>	FWs to complete Fire Safety training. Check who needs the training and ask Senior Fire Officer about courses. Send School memo to ask those visiting KB to ensure they have fire safety training ( <i>online course acceptable</i> ) beforehand.	04/10/17	Ongoing	
4b3	<b>DD</b>	New Deputy Fire Officer required; raise with HoS.	07/10/20	Ongoing	
4c2	<b>GT DD</b>	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	
	<b>DD</b>	Contact Dominic Duffy to find out if door labels are getting replaced.	17/03/21	Ongoing	
4c3	<b>CC</b>	Check refuge points during a routine fire test.	01/05/19	Ongoing	
	<b>CC</b>	Problem with level 4 refuge point at stair A has been reported to E&CS, provide status update.	17/03/21	Next Mtg	
4d3	<b>CC GT</b>	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	Ongoing	

4d4	<b>CC</b>	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 <i>and timescale</i> update and get written confirmation from him.	01/05/19	Ongoing	
4d6, 10c1	<b>JM</b>	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	Ongoing	
	<b>JM</b>	Investigate storage solutions for PPE level 5 cabinets.	17/03/21	Ongoing	
	<b>GG</b>	Investigate where 2 crates at fire exit in Optics could be moved to (level 4 attic space or outside?) and label for uplift.	17/03/21	Ongoing	
5a1	<b>DD</b>	"Near miss" incident reported on 18/08/20 (transient vision impairment from leaked pulsed-laser system in Optics group). Raise GG issues (increased activity/projects, more personal training requirements) with HoS.	07/10/20	Completed	17/03/21
5b1 & 5c1	<b>GG</b> <b>DD</b>	Do walk-round with Jim Gray <ul style="list-style-type: none"> <li>- should laser training be improved (for 3b lasers and above)?</li> <li>- Optics and Imaging interlocking systems need updated to restrict access more: use same solution as used in Research Hub i.e. Salto cards?</li> <li>- <i>Investigate possibility of laser-safety inspection of KB, so that we are prepared.</i></li> </ul>	01/05/19	Ongoing	
5b2	<b>CN</b>	Forward info from RPS on training sessions (twice a year) to relevant staff, include in School inductions for new staff and PGR.	01/05/19	Ongoing	
6b1	<b>JM</b>	Ask individual RG members to add regulator details (dates of replacements etc.) to gas cylinder log (kept by Stores). <i>Speak to new Stores member (AG replacement) and task them with logging cylinders as they come in. All cylinders should also be replaced every 5 years as standard, to adhere to regulations.</i>	09/05/18	Ongoing	
6b2	<b>JM</b>	Order new, at least A5 sized (if not larger – check space available), lockable and waterproof ( <i>IP45 rated</i> ), logbook enclosure for liquid nitrogen store and mount it somewhere on KB brick wall within the gas store enclosure.	07/10/20	Ongoing	
6c1	<b>GT</b> <b>TQ</b>	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 handheld monitor from SMcF for P2 labs. Put up more entry warnings for pacemaker wearers. Include in Risk Assessment process.	24/01/20	Ongoing	
6c2	<b>JM</b>	Chase E&CS about electrician's report and emergency kill switches for CNC workshop.	26/11/20	Ongoing	
6d1	<b>JM</b>	Email relevant people about SEPS training sessions.	01/05/19	Ongoing	
7b1	<b>JM</b>	Investigate potential candidates for SC Mechanical Workshops Representative.	07/10/20	Ongoing	
7d2	<b>JM</b>	Purchase blinds for workshops affected by sunlight.	24/01/20	Completed	17/03/21

8c	<b>TQ</b> <b>RM</b>	Share completed <i>P1 &amp; P2</i> lab documentation (risk assessments, equipment records etc.) with DD. <i>Set up folder on SharePoint for this, send TQ link and instructions on creating network drive location.</i>	24/01/20	Completed	17/03/21
9b1	<b>GT</b> <b>JM</b> <b>TQ</b>	Investigate how many first aiders are legally required in KB and ask HoS to send out a call for volunteers (currently only have 2 FAs in KB). <i>1 FA needed per 50 people in KB at any one time. Remind HoS of funding for this and encourage more Teaching Technicians, Postgrads etc. to volunteer as FAs.</i>	26/11/20	Ongoing	
9d2	<b>TQ</b>	Email first aid kit locations spreadsheet to RM to put on SharePoint. See if remaining extra 15/20 FA signs need put up anywhere else in KB. Put Mental Health FA signs alongside FA signs in KB.	26/11/20	Completed	17/03/21
10a1	<b>JM</b>	PPE lab water ingress on power supply. <i>Waiting on quote coming back from Servest.</i>	24/01/20	Ongoing	
10a2	<b>DD</b>	Smell in PPE lab, rm479 and rm340. <i>Email Richard Bates to ask if this is still an issue.</i>	24/01/20	Completed	17/03/21
10a3	<b>VOS</b> <b>JM</b> <b>GT</b>  <b>CN</b>	Revise Risk Assessment and provide worst-case scenario to SC, use this to support pressure on E&CS about the danger of electrical power issues and ongoing water ingress problems in rm341. Plan for reorganised lab should remedial works put rm341 out of use for any significant period. <i>Some kit in rm is not moveable or there is nowhere to move it to.</i> Forward info on PPE nuclear sources stored in rm341 to VOS.	07/10/20   26/11/20	Ongoing   Completed	   17/03/21
10a4	<b>SMcF</b>	Produce strategic analysis of rm116c to deal with long-term water ingress issues there and prepare for potential remedial works putting it out of use for a significant period.	07/10/20	Ongoing	
10c2	<b>JM</b>	Contact E&CS to query procedures for engineer/contractor visits and raise at COVID Recovery group meeting.	26/11/20	Ongoing	
10d1	<b>GT</b>  <b>CN</b> <b>DD</b>	<i>Purchase</i> separate digital safe for the nuclear source rooms, so that a key to these rooms is not obtained by mistake when accessing the global safe. Ask RPS and NPE to identify which rm keys should go in digital safe.	13/11/19	Ongoing	
10d2	<b>VOS</b> <b>CB</b> <b>GT</b> <b>JM</b>	Clarify and distribute details on the impact of a proposed dry nitrogen Gas Distribution System for PPE; manifold cylinder pallet based in the KB courtyard, college funding confirmed, deadline of July 2021. E&CS project manager should have detailed plans.	17/03/21	Ongoing	
11a1	<b>DD</b>	Janitors to update numbering in goods lift and signage around LT257 area. <i>Lift is currently closed.</i>	24/01/20	Ongoing	
11a2	<b>All</b>	Zonal staffing systems for janitors and cleaners: provide instructions e.g. risk assessments for cleaners in rm 213, look at using colour-coded bins etc., have guidance notices on lab doors – everyone to think more about this and contribute to cleaners' induction/guidance document on SharePoint (from GT), DAD to streamline doc and share with SC and RGLs, GT to look at standardising this with other (same zone) buildings' info.	17/03/21	Ongoing	

11d1	<b>JM</b>	Consult RGLS and schedule shutdown to check that all disabled toilet alarms are working. - Servest are yet to complete checks	01/05/19	Completed	17/03/21
11d3	<b>JM</b>	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	
11d4	<b>DD</b> <b>SMcF</b>	Monitor E&CS vehicle parking in Crane Hall Area <i>and at Concertina doors</i> . Email DD about recent nitrogen deliveries.	24/01/20	Ongoing	

## 12. AOCB

N/A

## 13. End of Meeting

DD will email SC about the fortnightly meetings. The date of the next full meeting will be confirmed in due course.