SCHOOL OF PHYSICS AND ASTRONOMY

SAFETY COMMITTEE

MINUTES OF MEETING ON THURSDAY 14 JUNE 2018

Present: SK, RIH, BDS, CFR, ADG, PTD, DAR, CJS, KBLG, DM (Chair & Secretary).

Apologies: GAT, GJM, KD

1. Minutes of Previous Meeting

DAR noted the date on the minutes of the last meeting was incorrect – noted and amended. They were also not available on the School web page.

The minutes of the last meeting of the Safety Committee 18 December 2017 were otherwise accepted as a true record of the meeting.

Actions / Matters Arising:

• DM to amend date and add minutes of Dec.’17 meeting to School web page.
• E-vac chair servicing - EHSS arranging and now scheduled for 05 July,’18. DM to ensure EHSS contact SK when the works are to be carried out.
• H&S Inspections – Lab inspections complete.

2. Incident/Accident Reports

DM noted there had been 6no. reports submitted since the last meeting, 1no. of these was reported under RIDDOR by EHSS. This incident happened on the steps from Physics up to Kennedy Gardens; the EHSS report has instructed Estates Dept. to check all steps are secure and paint nosings to steps as this has worn away. DM has also asked Estates to review the tarred path section of the steps route as this is very uneven.

It was also noted that the steps from Petheram Bridge Car Park also have some loose steps. As these are not under University ownership, this is to be reported to Fife Council.

ACTION: DM to report steps issue to Fife Council

3. H&S inspections

Lab safety inspections were completed earlier this year and it was decided to issue a general request to all lab users and not issue individual reports for each lab. A request was issued on 30 April ‘18 by DM asking for all lab users to update contact details on lab doors and ensure all risk assessments were completed where required, and be available in the room. Sadly this was not successful and a further mail was issued by the Head of School of 29 May ‘18 repeating the same details, and also asking for all COSHH forms to be available outside each lab for use by SFRS if they were called to attend. This was instructed to be completed by Friday 08 June ‘18 – again this has not been completed.
Confirmation was requested for the location of the COSHH forms, whether outside each lab door, or at the point of entry into the building.

RIH/DAR suggested having a standard template for the door contacts list. This was agreed as a good step forward for implementation.

**ACTION:** DM to discuss with GAT next steps and how to encourage all staff members to comply.

DM to confirm COSHH form location.

RIH to circulate proposed template.

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4. **Electromagnetic Fields**

DAR confirmed the final report has been received from “Aberdeen Radiation Protection Services” regards compliance with ‘The Control of Electromagnetic Fields at Work Regulations 2016 (CEFWR 2016)’. The minor issues that we are required to address, mainly signage and floor markings, are underway. The School has purchased a new Gaussmeter which is with RIH.

A query was raised regards progress of a magnets central database, but CFR confirmed there has been no progress to date.

**ACTION:** Install signage and floor markings as required – DAR/RIH/SK

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5. **Fire Safety**

DM updated the meeting about the proposed upgrading of the vertical and horizontal fire safety for our stairs and corridors in the building. These works were to commence in the summer of 2017 and be carried out on a phased programme. Unfortunately the works were postponed due to other priorities around the University and re-scheduled for the summer of 2018. Sadly, again due to other priorities across the University, Estates Dept. have postponed starting these works until summer 2019.

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6. **Lecture Theatre Ceiling Void Access**

DM gave a summary of the proposed works by Estates Dept. to allow safe access into the ceiling void above Lecture Theatre B. Works have been postponed to summer 2019 to allow detailed development of the proposals and agreement with the School.

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7. **Asbestos**

DM gave a brief update on the current situation and noted there have been no significant change since the last meeting. DM continues to challenge Estates on this topic when necessary, particularly where it can have a direct impact on our operations in the School.

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8. **CCTV**

BDS had requested an update regards the situation with CCTV around the Physics building. DM noted the following details after discussions with the University’s Security Manager:

- The existing CCTV system for the University is being serviced and a maintenance contract is to be put in place.
- New recorders are to be installed with increased capacity.
- A 3 year programme is to commence where more than 40no. additional cameras will be added across the Estate.
- There are 3no. standalone systems working across the University, Physics is one of these. The University’s Contractor, Aspex, is to visit and review the system in Physics, recommend and cost options for inclusion in the University wide CCTV system. Physics staff are to be included in these discussions to agree camera location requirements etc.

9. **AOCB**

BDS proposed a vote of thanks to DM for his contribution during his time with the University.

RIH proposed a vote of thanks to the Estates Dept. Electricians for their efforts and understanding through the recent power issues on level 1.

10. **Date of Next Meeting**

Next meeting will be in December 2018.