SCHOOL OF PHYSICS AND ASTRONOMY

SAFETY COMMITTEE

MINUTES OF MEETING ON THURSDAY 05 NOVEMBER 2015

Present: GAT (Chairman), CJS, PTD, ADG, SK, DAR, RIH, BDS, CFR, GCRD, DM (Secretary).

Apologies: CLM, MR, GJM

1. Minutes of Previous Meeting

As the last meeting of the Safety Committee was held on 27 May 2010, it was decided not to review the minutes of the meeting.

Matters Arising:

There were no matters arising.

2. Fire Wardens

Fire training has been carried out recently by EHSS and the School had an excellent attendance to these events, with approx. 150 people attending. Fire extinguisher training was also given to those interested and there were approx. 40 staff attended. This is a very good outcome for the School.

As a result of the training, various staff members volunteered to cover the role of Fire Warden, they are: Chris Booth, Mark Clifford, Paul Cruickshank, Paul Donaldson, Stephen King, Martin McLaren, Mark Robertson and Mark Ross.

Action: A full fire drill is to be arranged for the near future. DM/GAT

3. First Aid

New volunteer first aiders have now been trained and they are: Graeme Beaton, Mark Clifford, Linda Cousins, Paul Donaldson, Mark Robertson and Sarah Webster. Stephen King also continues to be a first aider. This gives the School a broad coverage for any incidents that may occur.

Action: Stephen King has agreed to take on the role of maintaining stocks in the first aid boxes throughout the School. SK

Action: All first aid notices to be revised and updated, with photos of the first aiders. DM/LC

4. Safety Booklet

DM advised that the School web page has been updated with a revised safety booklet, V3.03, in the Safety Information section.

Out of hours working – BS commented that Students who are in the building beyond 10:00pm should also be signing in as well as staff, this was agreed by all.

Action: email to be issued to all students re. need to sign in. BS

Action: Janitors to encourage any Students in the Foyer area to sign in at 10:00pm. GJM
Consideration is to be given to installing an RFID badge in system to provide list of who is in the building in an emergency. DM to discuss and investigate.

Action: investigate RFID badge system.

DM

5. Accident reports

DM noted that there have been very few accident reports submitted in the previous 12 months, only 6 reports received. A reminder has been issued to all building users to encourage reporting of accidents, incidents and near misses. This will allow us to monitor for any trends that may be developing.

6. Risk assessments and COSHH

DM recently issued a reminder of the need to review existing RA’s every 3 years, update if required and sign/date.

Other than generic RA’s, specific task RA’s may be required and these should be developed where necessary in each area.

Magnetic fields – lines are delineated on floors in the areas affected. Door interlocks and signage are also in place.

Lasers – the training system is to go on-line in the near future. Process for purchasing new lasers needs to be tightened up. Registering the new item on delivery is not always happening.

Action: Review laser purchasing process

Action: Consider similar system on-line for Magnets and RF

CFR

DAR

Chemicals – RA should be in place before purchasing the item. The supervisor is responsible for ensuring this is happening.

Action: GAT to issue email as a reminder to supervisors.

GAT

Electrical cables – users should be carrying out a visual inspection of the cables before use.

Action: reminder to be sent out to everyone

DM

7. Lab housekeeping

A survey of the labs was carried out earlier this year and a memo was issued to lab users noting items requiring attention. This will be followed up soon. Typical issues were:

- Chemicals left by previous users and current users unaware of what is stored in the lab.
- Labels missing, not able to identify what is stored.

Consider lab handover procedure, develop a leaving sheet? GAT currently has a leavers form to sign – confirm details incorporated in this & implications of sheet not being signed.

Action: Follow up checks

Action: review content of existing leavers form

SK

GAT

8. Biological material

DM noted there were new guidelines for working with Biological material issued in August ’15 and that he had passed these to KD and MCG. It was agreed that the guidelines should be issued to everyone as many are involved in the use of biological material.

Action: issue new guidelines to everyone

DM
9. **H&S Assurance Group**

DM reported that the University H&S Assurance Group visited PandA on 16 April ’15. The tour went very well with no major issues raised.

*Action: Chase EHSS for report*  

**10. Any Other Business**

Visitors – discussion re. when they should have induction. Agreed that if for 1-2 weeks and escorted, no induction required, but full induction if longer. If working with lasers, they are always inducted.

*Action: Safety Handbook to be updated accordingly*  

E-vac chair – it was noted that we should have more staff trained in how to use the e-vac chair. Currently we have SK and all Janitors *(DM confirmed with GM post-meeting)*.

*Action: ask for volunteers from staff and arrange training*  

Waste disposal – DM informed the meeting that notes have been issued by EHSS regarding waste disposal and some new protocols.

*Action: Circulate to all*  

Cardboard disposal – everyone is to be encouraged to place cardboard at the recycling points, located outside the main entrance and at the bin store at the Loading Bay.

Glass disposal – everyone to be encouraged to place glass in appropriate bins, locations to be circulated. Investigate possibility of getting a bin for ‘Winchesters’, currently only disposal is at Chemistry.

*Action: Investigate disposal options for Winchesters*  

Gas cylinders – CJS advised that BOC are changing the pressure in some of their cylinders to 300bar and, as a result, new regulators are to be fitted where required. These have been supplied foc by BOC. A database is to be developed to allow tracking of change dates as the regulators have a 5 year life. This is also planned for Dewars.

*Action: Develop new database*  

Safety booklet – DM asked all for comments/feedback on the content of the Safety Booklet to ensure that it is current.

Induction procedures - A discussion developed regarding the induction process for the School, whether H&S induction should be compulsory, when out of hours access is granted to an individual (only after induction), develop an induction sheet/check list for individuals? Consider developing on-line courses to complete before building access is granted.

*Action: review induction procedures*  

**11. Date of Next Meeting**

The date of the next meeting is to be agreed, with meetings to be held every 6 months. Next meeting will be in May 2016.

DM