MINUTES OF MEETING ON FRIDAY 03 JUNE 2016

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

Apologies: KD, CJS

1. Minutes of Previous Meeting

The minutes of the last meeting of the Safety Committee 05 Nov. 2015 were accepted as a true record of the meeting.

Actions / Matters Arising:

2. Fire drill completed successfully.
3. SK & PTD are maintaining the stock levels in the First Aid boxes. All notices revised and updated.
4. BDS issued email to all students re. signing in after hours. Janitors also encouraging this.

**BDS to chase details of RFID system.**

6. New on-line database going live in June for Lasers, staff will register own details on this. Lasers not to be released from Stores unless they have been registered. If successful, similar system is to be developed for Magnets & RF.

**GAT to issue reminder to supervisors re. RA needing to be in place before purchasing chemicals.**

DM issued reminder to all re. visual checks of electrical cables before use.

7. **GAT/DM to review content of existing leavers form.**

8. DM issued new guidelines for working with Biological Material.
9. DM received brief report on H&S Assurance Group visit last year.
10. **DM still to update Safety Handbook re. visitors induction requirements.**

Evac chair training to be arranged soon, BDS volunteered.

Waste disposal, still some issues of leavers leaving items unmarked.

Glass disposal for Winchesters in main refuse area, in glass bin.

**Gas cylinders database still to be developed by CJS.**

**GAT/DM to review induction procedures.**

2. Gas bottle security

DM noted that during the recent lab audit, SK found some gas bottles not secured in position, but free-standing. There were not many, but we will work to make staff aware and have the bottles secured. It was also noted that there were issues in the new gas store for the Clean Room for the spare bottles and these were being addressed. Bottles positioned outside the store for collection by BOC also need to be considered.

**Action: SK/CJS**

3. E-vac Chair

As noted above, DM is to arrange training in using the E-vac chair and will ask for volunteers from staff. GJM confirmed all Janitors and Out of Hours team are fully trained.
4. Laser records

As noted above, CFR confirmed that a new database is launching later this month for all lasers. This will be similar to the CHARM system in that it all new records will be entered by the user. All existing records will be carried across to the new system.

DAR queried what the situation was with lasers brought into the School on loan from a 3rd party. CFR confirmed these should be registered on the system like all others, no matter how short the use is to be.

*Action: DM to confirm with Stores that no lasers delivered to the building should be released before they are entered on the database. Process to be developed.*

5. CHARM / COSHH

DM confirmed that a CHARM / COSHH talk was delivered by Paul Szawlowski, EHSS, on 20 April and was well received. If there is a requirement for more of these, they can be arranged as and when there is the need.

6. Any Other Business

6.1 - DM confirmed that he had received a request to confirm details of the RA requirement for our staff who are working in labs at other locations, not operated by the University. DM confirmed that the lab operators RA should be adequate, and should be checked, if we are working in collaboration with them. If we are working on our own in someone else’s lab, we should complete an RA as we would normally.

*Action: DM to circulate email from Brian Kennedy to all.*

Similarly, visitors coming to work in our labs should be made aware of our RA as appropriate – does this happen.

*Action: DM to investigate.*

6.2 – SK noted from the recent lab inspections that there were some situations where staff/students were found writing up in a lab where they are not familiar with what is around them, or connected to processes being carried out in adjacent lab space.

*Action: DM to review.*

6.3 – CLM noted that the stair lights are not always switched on when it is dark and it would be good practice for these to be on movement sensors, particularly in stair 02 where there is an entry/exit door at level 1.

*Action: DM to discuss options with Estates.*

11. Date of Next Meeting

Next meeting will be in Dec. 2016.

DM