1. Minutes of Previous Meeting

The minutes of the last meeting of the Safety Committee on 6 December 2016 were accepted as a true record of the meeting.

Actions / Matters Arising:

- **GAT/DM** to review content of existing leavers form – content ok, form issued 1 month before leaving date. Complete.
- **E-vac chair servicing - EHSS arranging.** [BDS noted we have a student potentially joining the School in Sept. with mobility issues]
- **Rms 161-166** – DM to review staff in offices and relevance to labs outside. Consider opening office space into lab to create larger lab. Ongoing.
- **Safety induction** – good progress with on-line development, this will be passed to Committee for comment in due course. Proposed to be live before start of Semester 1. Ongoing.
- **Lone working policy now in place and on Safety section of School web pages.** Complete.
- **Defibrillator purchased by the School, located in corridor outside room 235. GJM confirmed all Janitors have been trained in using the Defibrillator.** Complete.
- **N2 dewar tipping trolleys** – Mech. Workshop made 5no. trolleys and each dewar now has its own tipping trolley. Complete.
- **H&S Inspections** – DM confirmed there are very few photos from previous years and the process was not completed. This will be incorporated into lab surveys this year and full record created on central IT drive. DM/SK to progress.
- **Building security** – Teaching lab. can no longer be accessed from Rm.330. Complete.

2. Incident/Accident Reports

DM noted there had been 9no. reports submitted since the last meeting, 4no. of these were related to a known situation with a Student. There was also 1no. fire call out in this period relating to an activated detector head which was a false alarm.

3. Smoking area

DM advised the Committee of his concerns of people smoking close to gas storage areas by the Loading Bay. The University does not have a policy on location of smoking areas around buildings therefore DM is to develop a proposal for discussion with the Management Group. The Committee agreed it would be best to have 2no. locations identified, at the Main Entrance and the Loading Bay areas.
ACTION: DM to forward proposals to HoS for discussion.

4. AOCB

a. DM updated the Committee with the current situation regarding asbestos in the building. All areas are safe to use and the impact is on day-to-day operational issues where access is required above suspended ceilings etc. The situation is being managed by the Estates Compliance Manager and DM is working closely with him to agree a programme of works where possible. It was agreed that we could accommodate the Foyer area and Corridor outside the Lecture Theatres to be closed for an agreed period of time to allow works to be carried out during the summer period if this can be achieved.

ACTION: DM to discuss options with Estates.

5. Date of Next Meeting

Next meeting will be in December 2017.

DM