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

Apologies: GJM, KBLG

1. Minutes of Previous Meeting

The minutes of the last meeting of the Safety Committee 13 June 2017 were accepted as a true record of the meeting.

Actions / Matters Arising:

- Rms 161-166 – DM to review staff in offices and relevance to labs outside. Consider opening office space into lab to create larger lab. This has been agreed as acceptable with EHSS. Complete.
- H&S Inspections – Lab inspections in progress. Reports to be issued on completion.

2. Incident/Accident Reports

DM noted there had been 6no. reports submitted since the last meeting, 1no. of these was for a magnet quench in the ULV Labs where all systems worked well during the incident. Another was for a cut to a glove in the glove box in Clean Room 2. This highlighted an issue regarding contact numbers when Callum Smith is on holiday. This has been resolved.

3. H&S inspections

Lab safety inspections are under way with approx. 30no. completed. A full photo record is also being recorded during the inspections. A couple of items worth noting from those completed to date, a requirement to update contact details on lab doors, and a perceived lack of risk assessments, either not available or not in place. This will be addressed at the time of the reports being issued.

ACTION: Issue reports on completion of inspections – DM/SK

4. H&S induction

The new H&S induction is now on-line and has been live since 01 Sept. ’17. There has been a reasonably good response from staff in completing these but we still have quite a few to complete.

ACTION: Encourage those still to complete the induction to do so before 22 Dec.’17.
5. **Electromagnetic Fields**

A survey was carried out on 01 Nov. ’17 by “Aberdeen Radiation Protection Services” across the University to ensure compliance with ‘The Control of Electromagnetic Fields at Work Regulations 2016 (CEFWR 16)’. The draft report has been received and has raised some minor issues for us to address, mainly signage and floor markings. The School are to purchase a new Gaussmeter if our existing meters are not suitable for marking out the fields.

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

6. **Radiation Protection**

CFR and DM attended a DRPS Forum meeting on 24 Nov.’17 to update on proposed changes to the Radiation Safety Legislation. The updates will have minimal impact for the School.

7. **H&S Assurance Group visit**

The H&S Assurance Group, which reports to the Audit & Risk Committee for the University, visited the School on 15 Dec.’17. GAT & DM gave the members a tour of the School, covering the major hazards including a Laser lab, Teaching labs, DQM lab, ULV labs, Mechanical Workshop, Clean Room 2 and Cryogenics. The tour went very well and the Committee proceeded to have their meeting after the tour. There was no feedback from the Committee at the time but the tour was well received.

8. **Asbestos**

DM gave an update on the current situation in the School regards Asbestos. This is a frustrating topic and is a real issue around the School, impacting on many day-to-day issues. A recent re-survey in March ‘17 determined that there appears to be more asbestos in the building than previously recorded in a survey report from 2014. Even though there have been various removal works over the years, there are areas around the building where access and works are prohibited. Estates Dept. have employed Consultants to assist their own Compliance Manager, Kevin Manning, to closely manage the situation, both here and across the University Campus. DM continues to challenge Estates on this topic when necessary, particularly where it can have a direct impact on our operations in the School.

4. **AOCB**

**Electrical Safety Policy** – DM recently issued a new policy for re-setting a tripped circuit breaker. It has been agreed with Estates Dept. that, where we have access to a Distribution Board, a breaker can be reset once, but if it trips again, it must be reported for an electrician to attend. The policy has been issued to all staff members and has been added to the Safety section of the School web pages.

Lab door signage – SK suggested developing an interchangeable system to allow details to be updated when required.

**ACTION: to be investigated** – DM/SK

5. **Date of Next Meeting**

Next meeting will be in June 2018.