

# School Safety Committee 31st Meeting

In Person Meeting Thursday 2<sup>nd</sup> May 2024

Room 506 Kelvin Building 11.30am -13.00pm

## Minutes

**Note that every aspect applies to the Kelvin Building and the Observatories at Acre Road and Cochno (abbreviate the 3 sites to KBO).**

### Attendees:

Paul Agnew (*Workshops*), David Boldrin (*MCMP*), Tony Clarkston (*NHP*), Declan Diver (*Convenor and Theory Groups, Prof & Admin Support*), Colin Hunter (*Observatory*), Ash Lyons (*ARC*), John Marshall (*Safety Officer*), Claire Neilan (*Radiation Protection Officer*), Carmel O'Brien (*Minutes*), Tom Queen (*Teaching Technical Support*)

### Agenda

1. Attending & Convenor business
  - a. Apologies for absence
  - b. Programme of lab visits
  - c. Update on KBEW
  - d. New Safety Handbook
2. Minutes of the previous meeting
  - a. Review of actions (see table of outstanding actions)
  - b. Matters arising not covered below
3. Fire Safety Report (KBO)
4. Radiation safety Report (KBO)
5. Safety Officer Report (items not covered elsewhere)
6. Workshops (KBO)
7. Teaching (KBO)
8. First Aid (KBO)
9. Research Laboratories (KBO)
10. Other operational support activity (KBO)
11. AOCB
12. Date of next meeting.

**Please structure any reporting on the categories below.**

Categorisation of items	
<b>Fire Safety, Workshops, Teaching, First Aid, Research Laboratories, Radiation safety (Nuclear and Laser)</b> <ol style="list-style-type: none"><li>a. Incidents</li><li>b. Training &amp; personnel</li><li>c. Drills &amp; operational practice</li><li>d. Infrastructure &amp; equipment</li></ol>	<b>Other operational support</b> <ol style="list-style-type: none"><li>a. Janitorial activity</li><li>b. Secretarial activity</li><li>c. Out-of-hours access, security cameras</li><li>d. General: heavy lifting, storage, building fabric, corridors etc</li></ol>
<b>Safety Officer (items not covered elsewhere)</b> <ol style="list-style-type: none"><li>a. Chemical storage</li><li>b. Gas storage</li><li>c. Hazardous areas</li><li>d. General training</li><li>e. General security on-site</li></ol>	Key to items: <b>Infrastructure</b> – fixtures and fittings, such as electrical wiring, telephones, lighting, signage, alarms, cameras, building structures etc. <b>Equipment</b> – machinery/devices, both fixed and portable, used in conduct of business <b>Practice</b> – activities of staff and/or students in their working environment <b>Personnel</b> – those explicitly identified as offering particular skills, and who need to complete refresher training course.

**NB: Action or ongoing items still outstanding after 2 meetings have status recorded in red.** <https://gla.sharepoint.com/sites/physics-committees/safety/SitePages/Home.aspx>.

## 1. Attending & Convenor Business

a. **Apologies for absence:** Colin Craig (Area Fire Officer), Stephen Webster (IGR), Fred Doherty (PPE), Jonny Taylor (Laser Safety Officer & Optics)

## 2. Minutes

The minutes from the meeting held on 07/03/2024 were accepted as an accurate record.

Item No	Who	What	Date Opened	Status	
1b1	DD	All safety documentation needs to be updated. John and Declan will negotiate with Cyril Pacot and CoSE IT on how to make the transition to the automated system.	02/02/22	Ongoing	
	JM		02/11/23		
	DD	Aim to implement this from September 2024. JM has already circulated the email for the appropriate webpage.	02/05/24		
1b2	DD	Next lab visits will be NHP & MCMP, to be scheduled.	19/01/24	Action	
	JM	Reported Carolann will be visiting the Optics lab in the Arc W/B 11/03/24.	07/03/24		
	JM	The laser inspection of the labs was carried out. JM will send the safety reports for this to DD.	02/05/24		
1c1	DD	i. KBEW are now in progress. See regular updates from Head of School.	02/11/23	Ongoing	
	ALL	ii. Contact Andy Maxwell about any works going on that might impinge on safety.			
	FD	iii. Chemical Flush - FD had a meeting with the contractors, to get them into the clean room to ensure everything was fine prior to the chemical flush. Still waiting on someone to do the check before flushing the water system.			Ongoing
	JM	Make an enquiry about the issues of hot water testing for the clean room in HEP (cc'ing FD), & doors being left open (cc'ing Cameron, Mi Mi, and Joanne).			Ongoing
2a1	ALL	i. Sector representatives to start routine local inspections to check on good practice. Convenor & SO will begin a rolling programme of lab visits, aiming to visit every lab on an 18 month repeat timescale.		Standing	
		<ul style="list-style-type: none"> <li>All safety committee members should act to ensure good practice is happening in the areas people are responsible for.</li> <li>If anyone comes across something that breaches good practice and safety in corridors or communal areas, they are empowered to take action to sort it. This does not need to be referred to the Head of School, Declan, or John, unless clarity is required.</li> </ul>			
	JM	ii. Suggestion for QR code links to be put up in areas around the building, making it easier to report unattended risks.			19/01/24
	DD	The use of QR codes will not be pursued because of the risk of fake QR codes, as highlighted by National Cyber Security Centre.	02/05/24		
2a2	DD	i. PAT: All staff are urged to check their offices to ensure safety practice as per the Safety Handbook.	02/11/23	Standing	
		JM has supplied CBRE with an approximate number. They have passed this on to their subcontractor. Awaiting the final quote for draft numbers.			
	JM	ii. DD proposed that CBRE be directed to start with offices for PAT testing. JM will email staff in the Kelvin Building to give advance notice of this happening.		02/05/24	Ongoing
	CH	iii. PAT testing will be carried out on 23 <sup>rd</sup> May in the Observatory. DD suggested JM negotiate a similar date to start PAT testing in the Kelvin Building.		Action	

2a3	ALL	Specialist safety inductions for each lab is the responsibility of the lab guardian/sector leader. Records of attendance must be kept by that sector. These can take any form but must be producible on demand.		Standing
2a4	CC	i. FWs to complete Fire Safety training. Check who needs the training and ask Senior Fire Officer about courses. Send School memo to ask those visiting KB, to ensure they have fire safety training (online course acceptable) beforehand. For research groups any short-term visitors who have been allocated an office space should complete fire training.		Standing
	CC	ii. Check which fire wardens have not completed the Safety Training, and let Declan know.	02/11/23	Action
	DD	DD & JM will check which fire wardens have not completed the Safety Training.	02/05/24	Action
	CC	iii. FWs reporting courses are full. CC will send another email. CN is booked on to a course, which would suggest availability.	19/01/24	Ongoing
3c1	DD	There is an updated fire plan. The fire path from Billy Russell needs to be distributed to Kelvin Building users. The old building door cannot be used until the roof parapet is repaired. There will be a new level 1 fire exit when the new entrance is constructed.	02/05/24	Action
4d1	ALL	Anyone who has a laser system, must ask Jonny Taylor or Ash Lyons (acting deputy) to endorse it. They are the only people who can sign off class 3 and class 4 lasers as safe.		Standing
7a1	TQ	Water ingress in teaching labs and PPE still requires some monitoring. There have been no more incidents. The programme of roof repairs has yet to be completed.	02/02/23	Ongoing
7a2	TQ DD	The action on the SC is to ensure class heads are aware that they should be advertising disability services to all new students and existing students. The Safety Handbook for 2024 will be updated to reflect this.	02/11/23	Ongoing
7a3	CN	Reported an incident where a student got a splinter in their hand from one of the wooden sound boxes. CN inspected & sanded them down.	07/03/24	Action
	All TQ	Check equipment with wooden casing in all labs. Not aware of any wooden equipment being used in other labs. They will check on this.	02/05/24	
7b1	TQ	i. Seeking confirmation from Eric Yao about accommodation for the summer schools. ii. Continuing to send Andy Maxwell room bookings every Friday. iii. Emailed Andy Maxwell about the Master Class on 12 <sup>th</sup> June. AM's main concern is about the ingress and egress routes for that day. Andy Buckley, who is running the class has been copied into this email.	02/05/25	Ongoing
7d1	TQ	A follow-up check on the piped water supply to teaching labs is awaited.	02/05/24	Ongoing
8b1	ALL	i. Minimal number of first aiders in KB currently, more headroom than at present would be good. If anyone is interested in first aid training, refer them to John Marshall.	02/02/23	Ongoing
		ii. There is movement away from nominated first aiders. First contact is through the SafeZone App. Anyone requiring a first aider should use the Safe App button, and the nearest responder will attend.	02/05/24	
		iii. Everyone to check all safety boxes and first aid kits in their offices and laboratories. An application should be made to JM to replace any items that are within a year of expiring.	19/01/24	Action
	JM	iv. Everyone is responsible for keeping safety notices in their own areas updated.		Standing
		v. JM to look at bulk buying supplies for first aid boxes, rather than purchasing new boxes.	07/03/24	Action
		vi. FD to be given a replacement first aid box.		

9d1	JM	JM/SW/CC to look at resolving by the end of June the issue of fume cupboard certification, either by Estates paying for the visual display, or IGR buying one.	02/05/24	Action
9d2	FD	Reported one of the window sashes has snapped. The outer window at the back walls has dropped open. Water is coming in, causing dampness in the clean room. A line was submitted to Facilities on 22 <sup>nd</sup> Jan 2024. This work has been completed.		Complete
10d1	JM	Power supplies to affected disabled toilets to be connected. Level 2 requires reinvestigation.	02/02/23	Ongoing
	DD	A general refurbishment of toilets will be done in the Kelvin building separately, and some under KBEW. This has been postponed for the moment.		
	JM	Security informed JM that none of the emergency calls in the toilets alert security. DD suggested at the very least, a sounder or light going off is required. JM will test cords and buttons on 03/05/24. Notices will be put up in each of the toilets, advising people to use the SafeZone app if there is no response to the alarm.	02/05/25	Action
11b1	TQ	Reported the HSE now recognise remote working as lone working. The University is to look at working procedures. There is a desktop version of the SafeZone app, possibly installed in the SSD. It may be worthwhile checking if this is available to staff. The app does exist for windows users. IT are looking at why it works on some machines, and not others. If they can get this working reliably, it will be rolled out to all staff and possibly all students. TQ will report on any updates.	07/03/24	Ongoing
			02/05/24	
11b2	TQ	This year the University will hopefully have a functioning flu jab system for all staff. When Covid jabs become available, TQ will push for the University to pay for this. TQ will check if there is an update on this.	07/03/24	Ongoing
			02/05/24	
11d1	JM	The storage area has been tidied and cleared. Only relevant cylinders are in the area. Botany & PHAS are currently exploring an alternative storage area and containers for it. JM suggested speaking to the town planner about an appropriate storage space for a container.	02/05/24	Ongoing
11d2	TC	Reported a problem with the boiler in the room beside R110, with about an inch of water on the floor and mould rising from the skirting board. If this needs to be repaired or replaced, the entire water and heating in the building will need to be shut off. A drain with a leak is causing paint to come off the wall. These issues have been raised by TC.	07/03/24	Ongoing
	TC	TC to email DD with all information on the boiler room issues.		
	DD	DD will raise this with Andy Maxwell and Joanne Cree.	02/05/24	Action

11. AOCB – N/A

12. Date of next meeting – Thursday 5<sup>th</sup> September 2024