

# School Safety Committee 30th Meeting

In Person Meeting Thursday 7<sup>th</sup> March 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*), Fred Doherty (*PPE*), Colin Hunter (*Observatory*), Ash Lyons (*ARC*), John Marshall (*Safety Officer*), Claire Neilan (*Radiation Protection Officer*), Carmel O'Brien (*Minutes*), Jonny Taylor (*Laser Safety Officer & Optics*), Tom Queen (*Teaching Technical Support*), Stephen Webster (*IGR*).

### 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 Practice – 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)

## 2. Minutes

The minutes from the meeting held on 19<sup>th</sup> January 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		
1b2	DD	Next lab visits will be NHP & MCMP, to be scheduled. Reported Carolann will be visiting the Optics lab in the Arc W/B 11/03/24.	19/01/24	Action	
	JM		07/03/24		
1c	DD	i. KBEW are now in progress. ii. Check with groups what programmed works are planned for this calendar year that might be problematic, in respect of needing access to various sites. Only one works controller for the building during KBEW.	02/11/23	Ongoing	
	ALL				
	DD	iii. Look at the Moodle pages and Dave Ireland's weekly reminders for updates on KBEW. iv. Contact Andy Maxwell about any works going on that might impinge on safety.	19/01/24		
	DD	v. The transformer replacement programme which is separate from KBEW is scheduled for 8 <sup>th</sup> April 2024. Two transformers in the courtyard will be replaced. A total power shutdown for the entire building will take place on 6 <sup>th</sup> & 7 <sup>th</sup> .	07/03/24		
	All CN DB	vi. Contact Declan & Andy if this is going to be problematic. CN reported power outages in R220 on 04/03 & 06/03, that affected some of the wall sockets. A new account is required for reporting any problem to Estates maintenance portal. People need to be made aware of this. DB reported power outages in R116 on 06/03.			
	FD	vii. 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.			
	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).	07/03/24		Action
2a3	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.	19/01/24	Standing	
		ii. All safety committee members should act to ensure good practice is happening in the areas people are responsible for.			
		iii. 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.			
		iv. Suggestion for QR code links to be put up in areas around the building, making it easier to report unattended risks.			
	JM	v. Awaiting a response from Phil Rodger after JM approached.	07/03/24		
2a4	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				

		ii. Request to be made through Estates to get a quote from an outside company for testing the whole School. CBRE are now taking over testing for the whole School. JM has supplied CBRE with an approximate number. They have passed this on to their subcontractor. Awaiting the final quote for draft numbers.	02/11/23 07/03/23	Ongoing
2a5	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
2a6	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
		iii. FWs reporting courses are full. CC will send another email.	19/01/24	Ongoing
3a2	DD	Check if voids where the old phone system was have been fire stopped. DD will speak about it to Andy Maxwell.	02/02/23 19/01/24	Action
4d1	SW	JIFF lab refurb is underway, likely to last a few more months. Fire systems have been upgraded, to be integrated into the main Kelvin Building.	07/03/24	Ongoing
4d2	CN	People not returning radiation badges. CN will send an email, reminding people to return badges in a timely fashion. Look at setting up a procedure to ensure the return of badges.	19/01/24	Complete
4d3	JT	Laser Safety inspection has been done by Jim Gray and his deputy. JT to send information to groups on best practice.	07/03/24	Action
	All	Anyone who has a laser system, ask Jonny to endorse it.		
7a1	TQ	i. Water ingress in teaching labs and PPE still requires some monitoring. There have been no more incidents.	02/02/23	Ongoing
	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. Someone from CBRE came out to analyse requirements but did not return.	07/03/24	Action
	JM	JM to submit a line to Cameron and Mi Mi, and ask Andy Maxwell to check with Taylor and Fraser if it is possible to get a cherry picker to access the window.		
	DD	ii. Andrew Bell has done a survey on flat roofs. A programme is imminent and will be communicated via Andy Maxwell.	02/11/23	Complete
	TQ	iii. Submitted a job line to CBRE over a month ago to get a leak sorted in the main teaching lab in the Observatory that is causing mould to grow on the walls. A second job line will be submitted to CBRE to remove the mould.	02/11/23	Complete
	CH	iv. A separate roof survey on behalf of CBRE is under way.	07/03/24	
7a2	TQ	i. There are still ongoing issues with information about disabled students not being passed on to technical staff in a timely manner. Students are still experiencing distress in the labs.	02/11/23	Ongoing
	DD	ii. There is sufficient interest in this matter at senior level. An entry has been made in the Periodic Subject Review, suggesting an appointment for a full-time disability officer, with the hope that a more formal arrangement can be made.	19/01/24	Complete
		iii. 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.		

	DD	<ul style="list-style-type: none"> <li>iv. Another action for consideration is how to make it easier for people to find out what disability services are available. QR codes in appropriate teaching labs may be a way to do this.</li> <li>v. Ask Siong to add TQ to the distribution list of people being informed.</li> <li>vi. To arrange a meeting with Siong Heng (Disability Co-Ordinator), Tom Queen, Morag Casey, Stephen McVitie, and Claire Neilan. The purpose, to discuss how to partition responsibilities and anticipate what actions may be required, to make the experience for those people affected as stress free as possible.</li> <li>vii. There should be a follow-up to affected members of staff in this context.</li> </ul>	07/03/24	<p>Ongoing</p> <p>Complete</p> <p>Complete</p>
7a3	CN All	Reported an incident where a student got a splinter in their hand from one of the wooden sound boxes. CN inspected & sanded them down. Check equipment with wooden casing in all labs.	07/03/24	Action
7d1	TQ  DD	<p>Quality of tap water in lab - Rob got back with a test confirming there was no E. coli or several other chemicals in it. The requested test for copper was not done. David McLean is going to get another test done for this.</p> <p>Test results of resampled water found elevated copper levels, and the advice is that whilst this isn't a risk to health, it might be best to maintain bottled water for washing cuts etc.</p> <p>David McLean was going to send someone over to look at the pipes in the lab. This has not been done. TQ to follow up and check what is happening about the inspection.</p>	19/01/24  31/01/24  07/03/24	<p>Complete</p> <p>Action</p>
7d2	TQ JM	Temperature in lab 223 - It is just under 12 degrees, which is not lab temperature. Looking at buying in portable oil filled heaters for labs because radiators are not providing enough heat. JM will assess what is required for the space and submit a request to Estates.	19/01/24	Complete
7d3	CH	Reported the fixed wire testing programme will take place in the Observatory at Acre Road on 5 <sup>th</sup> April. CH to liaise with IT to ensure equipment is powered down in advance of testing and restored when testing is completed.	07/03/24	Action
8b	ALL  JM CP  DD All  JM	<ul style="list-style-type: none"> <li>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.</li> <li>ii. There has been no interest in training to date.</li> <li>iii. There is movement away from nominated first aiders. First contact is through the SafeZone App.</li> <li>iv. 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.</li> <li>v. Everyone is responsible for keeping safety notices in their own areas updated.</li> <li>vi. JM to look at bulk buying supplies for first aid boxes, rather than purchasing new boxes. FD to be given a replacement first aid box.</li> </ul>	02/02/23  02/11/23 02/11/23  19/01/24  07/03/24	<p>Ongoing</p> <p>Action</p>
9d1	JM/ DB FD  JM	<p>Fume Cupboards - LSS taking over from AES. Tests failing because they do not have a flow reader. Estates might have to cover the cost of this. Everyone to check if they have a fume cupboard that may run the risk of failing the test because it does not have a visual display. Cupboards in R162 &amp; R165 passed because they have a flow readout, the one in R206 failed. MCMP and PPE to check and let JM know.</p> <p>Reported this matter is still with estates. Phil Rodger looked at the cupboard in the IGR workshop that failed, and was happy that a</p>	19/01/24  07/03/24	Ongoing

		suitable flow rate was going through it. Estates are looking at the cost of retro fitting visual displays. JM/SW/CC to look at resolving this issue, either by Estates paying for the visual display, or IGR buying one.		Action
10d1	JM	Power supplies to affected disabled toilets to be connected. Level 2 requires reinvestigation.	02/02/23 07/09/23	Ongoing
	DD	A general refurbishment of toilets will be done in the Kelvin building separately and some under KBEW.	02/11/23	
	JM	This has been postponed for the moment.	19/01/24	
10d2	FD	There is a problem for some people with the toilet cubicle doors in the Kelvin Building. Could the doors be designed to open outwards rather than inwards?	19/01/24	Action
	DD	This matter has been raised with Andy Maxwell.	07/03/24	Complete
11d1	JM	i. External gas storage area is overcrowded: too many cylinders making access problematic. Some cylinders are not secured, and there is a large Nitrogen tank that seems to be unused. All tanks & cylinders not in use should be removed immediately. John Marshall to contact SEPS and owners.	02/02/23	Ongoing
		ii. Storage in the existing gas area has been rationalised and made safe, but an alternative location for the gas storage area is being sought.	07/03/24	

## 11. AOCB

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. University was given a costing for this a year and a half ago. If these needs be repaired or replaced, the entire water and heating in the building will need to be shut off. There is also a drain with a leak, causing paint to come off the wall. TC has raised the issue.

FD - Reported a problem with toilets being closed off during works. FD suggested a few porta toilets in the future would be helpful.

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.

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.

## 12. Date of next meeting – Thursday 2<sup>nd</sup> May 2024