

School Safety Committee 32nd Meeting

In Person Meeting Thursday 5th September 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*), Colin Craig, Tony Clarkston (*NHP*), Declan Diver (*Convenor and Theory Groups, Prof & Admin Support*), Fred Doherty (*PPE*), Colin Hunter (*Observatory*), Ash Lyons (*ARC*), Claire Neilan (*Radiation Protection Officer*), Carmel O'Brien (*Minutes*), 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	
<p>Fire Safety, Workshops, Teaching, First Aid, Research Laboratories, Radiation safety (Nuclear and Laser)</p> <ol style="list-style-type: none"> a. Incidents b. Training & personnel c. Drills & operational practice d. Infrastructure & equipment 	<p>Other operational support</p> <ol style="list-style-type: none"> a. Janitorial activity b. Secretarial activity c. Out-of-hours access, security cameras d. General: heavy lifting, storage, building fabric, corridors etc
<p>Safety Officer (items not covered elsewhere)</p> <ol style="list-style-type: none"> a. Chemical storage b. Gas storage c. Hazardous areas d. General training e. General security on-site 	<p>Key to items:</p> <p>Infrastructure – fixtures and fittings, such as electrical wiring, telephones, lighting, signage, alarms, cameras, building structures etc. Equipment – machinery/devices, both fixed and portable, used in conduct of business</p> <p>Practice – activities of staff and/or students in their working environment</p> <p>Personnel – those explicitly identified as offering particular skills, and who need to complete refresher training course.</p>

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:** John Marshall (Safety Officer), Jonny Taylor (*Laser Safety Officer & Optics*)

2. Minutes

The minutes from the meeting held on 02/05/2024 were accepted as an accurate record.

Item No	Who	What	Date Opened	Status
1b1	DD	All safety documentation needs to be updated. Everyone will be using the online interface.	05/09/24	Action
	ALL	i. Refer to JM's email circulated on 14/05/24. The link to the database is https://risks.eng.gla.ac.uk/ . TQ has uploaded teaching documents.		
	TQ	ii. DD - change the interface, adding a further classification to the P&A heading identifying the sector e.g., P&A MCMP. TQ will follow this up.		
	ALL	iii. Start copying and pasting from existing RA documentation, with a view to being fully online (and approvals sorted) by the end of January 2025. All laser systems, must be signed off by the Laser Safety Officer.		
1b2	DD	Next lab visits to NHP, MCMP & IGR, are scheduled for September and October.	05/09/24	Action
	JM JM	Reported Carolann will be visiting the Optics lab in the Arc W/B 11/03/24. The laser inspection of the labs was carried out. JM will send the safety reports for this to DD.	07/03/24 02/05/24	Complete
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.	05/09/24	
	DD	iii. Additional funding for toilet firestopping and refurb is approved. Work will begin as soon as is feasible and won't impact the programme completion. A phased refurb will allow for continuing teaching operations. <ul style="list-style-type: none"> Anticipated opening of new level 1 entrance is January, but new passenger lift will not be ready until April. Level 3/4 fire lobby and through floor lift works will start soon. The building warrant is submitted and awaiting approval; some minor (reversible) warrantable works will be underway in advance, but rear door to LT257 will remain operational. Bridge planning permission has been validated (21st Aug), meaning that a response is expected within 8 weeks from validation date. Asbestos removal from foyer, and roof above MCMP labs will happen end of September. Removal from the Tunnel is imminent. DB to email DD about the possible risk of exposure to asbestos in the lab, because of leaks in the MCMP roof. DD will pass this on to the appropriate people. 		
	DB			
1d1	DD	New Safety Handbook updates: <ul style="list-style-type: none"> First aiders – check the list reflects all first aiders in the school. Fire wardens – check that fire warden personnel are correct, and zones are still relevant. DD will iterate a form of words for undisclosed disability needs for lab activities that can be placed in the handbook. If anyone has any suggestions as to what those phrases should be, or has any concerns about potential pitfalls, let DD know. 	05/09/24	Action

		iv. CN advised Radiation Protection Supervisor should be changed to Radiation Protection Officer.		
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. <ul style="list-style-type: none"> All safety committee members should act to ensure good practice is happening in the areas people are responsible for. 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. 		Standing
2a2	DD	i. PAT: All staff are urged to check their offices to ensure safety practice as per the Safety Handbook. 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	Standing Ongoing
	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
		iii. DD will get an update from JM about PAT testing in research labs.	05/09/24	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. CC will send a list of all fire wardens to DD, along with a list of those who have completed the training.	05/09/24	Action
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	Complete
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 FD	Water ingress in teaching labs and PPE still requires some monitoring. These other items are now resolved, but there is still an ongoing issue at Acre Road with water ingress and mould. A job line was submitted 02/09/24.	02/02/23 05/09/24	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. Ensure appropriate words are added to the revised handbook for the next calendar year.	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	Complete
	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.	02/05/25	Complete

		iii. Emailed Andy Maxwell about the Master Class on 12 th 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.		
7d1	TQ	A follow-up check on the piped water supply to teaching labs is awaited. The report was received. No action was deemed suitable to be taken.	02/05/24 05/09/24	Complete
8b1	ALL	i. Everyone is responsible for keeping safety notices in their own areas updated. ii. 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. iii. 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.		Standing Complete
	JM	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. v. JM to look at bulk buying supplies for first aid boxes, rather than purchasing new boxes.	19/01/24	Action
	TQ	vi. First aid boxes were ordered and picked up for teaching.	05/09/24	
9d1	CC PA	IGR fume cupboards are compliant, but still awaiting a decision on the general fume rooms in level 1.	05/09/24	Ongoing
10d1	DD	Power supplies to disabled toilets to be connected: much of this is superseded by the distribution board replacement programme, which will make everything clearer, and connect the power supplies. The refurbishment and firestopping of the toilets in the Millar Building will proceed.	05/09/24	Ongoing
	DD	FD reported some people finding access to toilet cubicles difficult. He suggested that some toilet doors open out the way to enable easier access. DD will pass this on to Andy Maxwell.		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.	05/09/24	Ongoing
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. An internal communication regarding the seasonal flu vaccine was sent to all staff. Anyone affected by the NHS criteria change should register their interest using the online registration form https://risks.eng.gla.ac.uk/ .	07/03/24 02/05/24 05/09/24	Ongoing
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
	DD	Waiting on a report from JM on whether an alternative location has been Identified.	05/09/24	
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.	02/05/24	

	DD	DD will raise this with Andy Maxwell and Joanne Cree.		
	DD	The boiler was replaced, but there is still a problem with L5 hot water. Joanne Cree is receiving daily updates about the hot water replacement.	05/09/24	

11. AOCB – N/A

12. Date of next meeting – Thursday 7th November 2024