

School Safety Committee 33rd Meeting

In Person Meeting Thursday 7th November 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*), Colin Craig (Area Fire Officer), Tony Clarkston (*NHP*), Declan Diver (*Convenor and Theory Groups, Prof & Admin Support*), Colin Hunter (*Observatory*), John Marshall (Safety Officer), Claire Neilan (*Radiation Protection Officer*), Carmel O'Brien (*Minutes*), Jonny Taylor (Laser Safety Officer), 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	
Fire Safety, Workshops, Teaching, First Aid, Research Laboratories, Radiation safety (Nuclear and Laser) <ol style="list-style-type: none">a. Incidentsb. Training & personnelc. Drills & operational practiced. Infrastructure & equipment	Other operational support <ol style="list-style-type: none">a. Janitorial activityb. Secretarial activityc. Out-of-hours access, security camerasd. General: heavy lifting, storage, building fabric, corridors etc
Safety Officer (items not covered elsewhere) <ol style="list-style-type: none">a. Chemical storageb. Gas storagec. Hazardous areasd. General traininge. General security on-site	Key to items: 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 Practice – activities of staff and/or students in their working environment Personnel – 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:** Ashley Lyons (ARC), David Boldrin (MCMP) Fred Doherty (PPE)

2. Minutes

The minutes from the meeting held on 05/09/2024 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. This is complete, DD thanked TQ.			Complete
	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 JM	Next lab visits to NHP, MCMP & IGR, are scheduled for September and October.	05/09/24	Action	
	DD	This had been delayed temporarily.	07/11/24		
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.			
	DB	iii. 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.	05/09/24	Action	
	DD	iv. DD gave the following updates: <ul style="list-style-type: none"> Asbestos removal on L2 foyer will start 11/11/24. It will be hermetically sealed with access to the lift, stairs and corridors. Work will take place at night-time to avoid disruption. Work on the lift pit and rerouting the drainage for this should be finished before Christmas. Construction work on the bridge, L3 foyer, and fire containment lobby for L3 & L4 foyer, will start mid-February. LT257 will shut on 14/02/25 for the rest of the session. Firestopping for the toilets L1 to L4 in the Miller building will start sometime in spring and will be done in phases, lasting into the start of semester 1 in the next session. This will run as a separate project from KB works. The cleaner's cupboards are now in use. It is anticipated the main entrance will be finished by July 2025. CN asked about noise levels from additional works. DD stated the noise levels will proceed as normal for the building. The punching through into the lift lobbies, due to take place April/May 2025 will cause some noise. This will be done one floor at a time, to limit the noise and disruption. Most work has been scheduled to avoid impact on teaching. Works may impact the SUPA Suite, in which case the room will be partitioned and continue to function on half its capacity. Provision has been made for storing shelving and books from the room. 	07/11/24		
	ALL	• Let DD know if there are any problems.			

1d1	DD	<p>New Safety Handbook updates:</p> <ol style="list-style-type: none"> i. First aiders – check the list reflects all first aiders in the school. ii. Fire wardens – check that fire warden personnel are correct, and zones are still relevant. iii. 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. iv. CN advised Radiation Protection Supervisor should be changed to Radiation Protection Officer. v. DD will distribute the new version of the Safety Handbook to the SC Committee to read. Final edit is still to be completed. 	05/09/24	Action
			07/11/24	
2a1	ALL	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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
		<ol style="list-style-type: none"> 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	ALL	<ol style="list-style-type: none"> 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
		<ol style="list-style-type: none"> ii. CC will send a list of all fire wardens to DD, along with a list of those who have completed the training. 		Complete
3c1	CC	<p>CC reported a number of issues with the fire drill on 30/10/24:</p> <ul style="list-style-type: none"> • The sounders were not working in several areas in the building. • The control panel shut down the zone to protect itself because the fire head was faulty. • Dante checked the system, and it is working, but there are still issues with the control panel that will be fixed once the problems are identified. • CC will arrange a time to do a test with Dante present. Dante believes the system is working but will double check it. • A member of staff did not hear the alarm because they were wearing headphones whilst on a conference call. • DD asked if it was possible to have some sort of flash screen notification. CC to follow this up. • People were standing in L2 corridor looking unsure about which direction to go in. CC will follow this up. 		Action Action Action

		<ul style="list-style-type: none"> DD recommended doing another fire drill before the end of November. <p>The building was evacuated within the normal time of 5 minutes.</p>		
4a1	CN	<p>A student in the lab was cautioned that a source they were given was more active than previous sources used. This led them to believe it was dangerous, thus causing distress. CN confirmed the risk to students in the lab was low, and the source was safe to use. CN will meet with the student to reassure them of this. Going forward CN is:</p> <ul style="list-style-type: none"> Designing new holders/adapters to hold the coin size sources. Working with Bjorn to draft a guidance procedure for radiation experiments, that will be given to students in the labs. 		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 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	Complete
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
8b1	ALL TQ ALL	<ol style="list-style-type: none"> Everyone is responsible for keeping safety notices in their own areas updated. 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. 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. First aid boxes were ordered and picked up for teaching. DD confirmed first aid box replacements are now available. Everyone to check first aid boxes in their own area and replenish as necessary. 	05/09/24 07/11/24	Standing Action
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 DD	<p>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.</p> <p>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.</p>	05/09/24	Ongoing Action
11b1	TQ TQ	<p>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.</p> <p>This has been escalated to Keith Mitchell.</p>	05/09/24 07/11/24	Ongoing
11b2	TQ	<p>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.</p> <p>TQ will check if there is an update on this.</p>	07/03/24 02/05/24	Complete

		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/ .	05/09/24	
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
	DD	Waiting on a report from JM on whether an alternative location has been identified.	05/09/24	
11d2	JM	Nitrogen Delivery System for PPT– The intention was to locate a specific nitrogen only system through pipe work, somewhere in the Miller Building corner. Factors such as planning permission, Historic Scotland etc., need to be considered. Town planning stated this would need planning permission. This is not resolved.	07/11/24	Ongoing
11d3	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	Complete
	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	
	TC	This has been completed.	07/11/24	

11. AOCB – N/A

12. Date of next meeting – Thursday 9th January 2025