

School Safety Committee 34th Meeting

In Person Meeting Thursday 9th January 2025

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 (Fire Safety Officer), Tony Clarkston (*NHP*), Declan Diver (*Convenor and Theory Groups, Prof & Admin Support*), Colin Hunter (*Observatory*), Ash Lyons (ARC), Claire Neilan (*Radiation Protection Officer*), Carmel O'Brien (*Minutes*), Tom Queen (*Teaching Technical Support*), Jonny Taylor (Laser Safety Officer), 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:** Fred Doherty (PPE)

2. Minutes

The minutes from the meeting held on 07/11/24 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	Ongoing
	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.		
	ALL	ii. 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 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.		Standing
	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. DB confirmed this is resolved (09/01/25).	05/09/24	Complete
	DD	iv. DD gave the following updates: <ul style="list-style-type: none"> An asbestos certificate has been issued, guaranteeing all asbestos has been removed from level 2 foyer. Partitioning and scaffolding should be removed by the weekend of 11th January. The lift pit is complete, awaiting steelworks, which will be craned in over the top of the building in three pieces. This is imminent. It is anticipated that the new entrance will be ready for use in June. The lift will take another month to complete. Full works on level 3&4, where the midi lift is coming in to lift students up from the bridge entrance into the common room, won't start until 17th February. LT257 will be completely shut. Steelwork will be installed to support the midi lift. Anticipated start date is 20th January. This will involve cutting into adjoining walls (reading room and 252a), giving a temporary noise nuisance. Duration of work will be around 5 weeks. Bridge Works: Preliminary works have started on cooler repositioning. Cooling units will be moved one at a time to ensure there is always air conditioning available. Survey for link bridge pile will start once level 4 is completed. Discussions are being held about site restrictions, including pedestrian access. Decor works will start on L2 Foyer, when the scaffolding has been removed. Completion date is scheduled for August 2025. 	09/01/25	

1d1	DD	<p>New Safety Handbook updates:</p> <ul 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	Ongoing
2a1	ALL	<ul 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	<ul style="list-style-type: none"> i. PAT: All staff are urged to check their offices to ensure safety practice as per the Safety Handbook. 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	Complete
	JM	<ul style="list-style-type: none"> iii. DD will get an update from JM about PAT testing in research labs. 	05/09/24	Ongoing
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	<ul 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
	CC	<ul style="list-style-type: none"> i. CC will send a list of all fire wardens to DD, along with a list of those who have completed the training. ii. CC to ask for an updated list for those who have completed the training, and share it with DD. 	09/01/25	Ongoing
3c1	CC	<p>CC reported several issues with the fire drill on 30/10/24:</p> <ul style="list-style-type: none"> i. The sounders were not working in several areas in the building. ii. The control panel shut down the zone to protect itself because the fire head was faulty. iii. Dante checked the system, and confirmed it is working, but there are still issues with the control panel that will be fixed once the problems are identified. iv. CC will arrange a time to do a test with Dante present. Dante believes the system is working but will double check it. v. A member of staff did not hear the alarm because they were wearing headphones whilst on a conference call. vi. DD asked if it was possible to have some sort of flash screen notification. JM & DD will raise this with the fire officer. vii. People were standing in L2 corridor looking unsure about which direction to go in. DD will follow this up. 	07/11/24	<p>Action</p> <p>Action</p> <p>Action</p>

		viii. DD suggested another fire drill in January when the students are back. CC or one of the fire wardens to keep an eye on how many people exit the door into the courtyard.	09/01/25	Action
4a1	CN	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: <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. The following updates were given on the above: <ul style="list-style-type: none"> • CN met with the student to talk through the situation, and they now feel reassured about the risk factor. • CN has a complete prototype holder for the adapter, which is currently undergoing revisions for a V2 design. The equipment issue that led to the more powerful source being used is resolved. • Still working on the RPS summary. 	07/11/24 09/01/25	Ongoing
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
5a1	JM	JM will send an email to the group about the Annual National Declaration under Chemical Weapons Convention Act.	09/01/25	Action
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. No further occurrence in the Kelvin Building. Full investigation into gutter clearing in Acre Road took place.	02/02/23 05/09/24 09/01/25	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	Complete
8b1	ALL TQ ALL	i. Everyone is responsible for keeping safety notices in their own non-public 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. 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. iv. First aid boxes were ordered and picked up for teaching. v. 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 Ongoing
9d1	CC PA	IGR fume cupboards are compliant, but still awaiting a decision on the general fume rooms in level 1.	05/09/24	Complete
9d2	JM	SW reported a request to test emergency lighting before Christmas. Is this going to happen? JM will arrange for the lighting to be tested.	09/01/25	Action
9d3	DD	DD asked in relation to research laboratories, if all keys to new doors had been resolved. JM reported there are 3 keys for the IGR space, which have been left with Jenny Anderson (PGR Administrator). There is a signing in, signing out system in place. Once doors have been replaced with the new key barrels, this will be resolved.	09/01/25	Ongoing
10d1	DD	Power supplies to disabled toilets to be connected: much of this is superseded by the distribution board replacement programme, which will	05/09/24	Ongoing

		make everything clearer and connect the power supplies. The refurbishment and firestopping of the toilets in the Millar Building will proceed.		
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	Complete
	TQ	This has been escalated to Keith Mitchell.	07/11/24	Action
	DD	DD will add an item to the Safety Handbook, advising people to put in a Help Desk request if they want SafeZone installed on their PC, in addition to having it on their phone.	09/01/25	
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
	JM	Waiting on a report from JM on whether an alternative location has been identified.	05/09/24	
	JM	There is no feasible alternative to getting a storage container.	09/01/25	
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 will probably come up as a new project.	07/11/24	Ongoing
			09/01/25	

11. AOCB – N/A

12. Date of next meeting – Thursday 6th March 2025