

# School Safety Committee 27th Meeting

In Person Meeting Thursday 7<sup>th</sup> September 2023

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 (*Area Fire Officer*), Declan Diver (*Convenor and Theory Groups, Prof & Admin Support*), Fred Doherty (*PPE*), Ash Lyons (*ARC*), John Marshall (*Safety Officer*), Claire Neilan (*Radiation Protection Officer*), Carmel O'Brien (*Minutes*), Tom Queen (*Teaching Technical Support*), Stephen Webster (*IGR*), Jonny Taylor (*Laser Safety Officer & Optics*)

### Agenda

1. Attending & Convenor business
  - a. Apologies for absence
  - b. Update on safety documentation
  - c. Programme of lab visits
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 Hunter (*Observatory*), Tony Clarkson (*NHP*), Craig Carr (*Biology and Plant Sciences*)

## 2. Minutes

The minutes from the meeting held on 18th May 2023 were accepted as an accurate record.

Item No	Who	What	Date Opened	Status
1b	DD	All risk assessments to be uploaded to one place in case of spot audits.	02/02/22	Ongoing
	ALL	Create directory for 2023 for new files. SEPS looking for a record of evolution of safety documentation.		
1c	JT	All documentation corrected and up to date. JT has emailed Donald. This information will be forwarded to David Boldrin.	07/09/23	
	ALL	Documentation to be archived by relevant year, 2021/2022 on SharePoint by the next SC meeting 02/11/23.	07/09/23	Action
1d	DD	Lab visits by safety team. John, Declan & relevant sector person will visit individual labs. Timetable to be set up for visits in March by 10/02/2023. Two lab visits have been done.		
	ALL	Communicate problem times to Declan for visits by 10/02/23.		
2a2	DD	KBEW will proceed this year, aiming to start end of Q2/start of Q3. KBEW will now start at the beginning of Q4.	07/09/23	
	ALL	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.		
2a3	ALL	<i>Review the content and format of existing suite of risk assessments....</i> <b>Urgent task:</b> a full central register of RA for each activity (R&T) needs to be overhauled immediately. Consistency via SC scrutiny (could be sub-group). Sector representatives must upload new documents to SharePoint site as soon as possible, as pragmatic implementation strategy. QA achieved by SC examination of new files	11/5/22	Ongoing
2a4	ALL	i. Sector representatives to start immediately routine local inspections to check on good practice. Convenor & SO will begin rolling programme of lab visits, aiming to visit every lab on an 18 month repeat timescale.		Standing
	All	ii. All safety committee members should act to ensure good practice is happening in the areas people are responsible for.	07/09/23	
2a5	JM/ DD	PAT: note that a contract for building-wide (labs, offices) portable appliance testing is currently being pursued. Meanwhile please urge all staff to check their offices to ensure safe practice; suggestions for good practice are attached.	02/02/23	Ongoing
	JM	A request has been raised through Estates to get a quote from an outside company for testing the whole department.	07/07/23	
2a6	DAD	i. General safety information to be conveyed by moodle course, which is available on demand, with mandatory participation recorded. This is relevant to all staff, including new members. PowerPoint slides have been completed.	18/8/22	Complete
	ALL	ii. Specialist safety inductions for each lab is the responsibility of the lab guardian/sector leader; records of attendance must be kept by that sector.	18/05/23	Standing
	All	Remember that SharePoint is only a central storage depository for copies of all safety information relevant to the school.		
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.		Standing
	JM	ii. JM to find out frequency of training and send round reminders.		
	ALL	iii. Sector reps to remind all sector members that this training is mandatory. A Fundamental Fire Safety Training course must be completed every 3 years. SC members to complete it and		

		communicate to research group, sector group, post docs and students to complete the training course.		
3a2	DAD JM	Check if voids where the old phone system had been have been fire stopped.	02/02/23	Action
4d4	SW	JIFF lab refurb will start in December 2023. The area outside the concertina doors is likely to be the staging area for JIFF works, and will be marked out. Coordination with KBEW to be confirmed.	02/02/23	Ongoing
7a1	TQ JM	i. Water supplies to all the teaching labs: Can water be analysed to check for contamination?	02/02/23	Completed
		ii. Can we make a purchase of purified water in bottles for first aid kits in the labs affected? (Levels 2,3&4)		
	Mi Mi	iii. A water sample has been taken from the appropriate affected labs. Waiting on results.	18/05/23	
	TQ	iv. Distilled water bottles have been placed in the labs	07/09/23	
7a2	TQ JM	Water ingress in teaching labs still a problem. Multiple requests have been made to estates, but further pressure needed.	02/02/23	Ongoing
8b	ALL	Minimal number of first aiders in KB at the moment, but more headroom than at present would be good. Anyone interested in first aider training refer them to John Marshall	02/02/23	Ongoing
10a1	FD	Prepare strategic case for R116 (completed) & R341 ( <i>ongoing at the time of the meeting</i> ), detailing implications for research if rooms are out of use, either because under repair or because they are unusable.	24/01/20 02./02/23	Complete Complete
10d1	JM	i. Power supplies to affected disabled toilets to be connected. ii. The length of the pull cords needs to be investigated. This was completed on the 28 <sup>th</sup> February 2023.	02/02/23	Complete
	DD	Level 2 requires reinvestigation.	07/09/23	
11d1	JM	i. External gas storage area is overcrowded: too many cylinders making access problematic. Some cylinders are not secured. There is a large Nitrogen tank that seems to be unused. Unused tanks & cylinders are to be removed without delay. The large nitrogen dewar must be removed. John Marshall to contact SEPS and owners.	02/02/23	Ongoing
	JM	ii. There is activity going on around this at the moment. Waiting on confirmation.	07/09/23	
11d4	TQ JM	Check on status of servicing of teaching laboratory partitions	02/02/23	Action
11d5	TQ	All equipment from R425 has been moved to R320. The safe will be moved down 1 floor within the next 10 days. This will be a supervised area rather than a controlled area. The aim is for labs to be ready for the next academic year, 18 <sup>th</sup> September 2023.	07/09/23	Ongoing

## 11. AOCB

N/A

## 12. Date of next meeting - Thursday 2<sup>nd</sup> November 2023