

School Safety Committee 35th Meeting

In Person Meeting Thursday 6th March 2025

Room 506 Kelvin Building 11.30am - 1.00pm

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, Bryan McKinnon, (Carmel O'Brien (*Minutes*), Cyril Pacot, 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:** Claire Neilan (Radiation Protection Officer), Jonny Taylor (Laser Safety Officer), Colin Craig (Fire Safety Officer)

Updates

1c. KBEW

- The new Fire arrangements, given the closure of the Pend (courtyard), and unscheduled fire alarm worked.
- Steel works for the lift shaft will be craned over the building 15th March. Depending on progress, a second crane lift may happen the following weekend. Access to the Kelvin Building on Saturday is not permitted for anyone between 8am and 4pm. Access will be allowed after 6pm.
- Lift Foyer: new partitions are up.
- Bridge Works: Digging will start week beginning 17/03/25. It is expected this area will be noisy from mid-March until August.
- SUPA room: the pockets for the steels will be drilled out within the next 2 weeks. The noise may persist for 3-4 days.
- Level 2 foyer is nearing completion. Décor will be finished using out-of-hours working.
- All doors leading on to stairwells have been replaced, apart from R153a. There is another programme in place for this.
- BMcK reported Counter Terrorism visited R153a in December 2024, which is a main research lab where the radiation safe is kept.
- New legislation for the storage of radioactive sources changed in October 2024. There is a 5-year compliance required for this new legislation. Counter Terrorism would like to see progress made on a six-monthly rolling basis, resulting in certain requirements being placed on R153a (see action table).
- DD advised it was decided not to attempt to fold this under KBEW. A new contractor Redpath has been appointed, with Oliver Gibson from Estates supervising this. Significant works should be completed before May.
- TQ reported Teaching labs have radiation safes, but have not been approached by Counter Terrorism. BMcK reported they did visit the labs. TQ asked if the requirement is based on the type of sources being held. BMcK's understanding is that the new legislation covers the holding of radioactive sources, irrespective of the activity of sources held.
- DD advised Bruce Jolliffe will be implementing procedures for moving sources around the building.

3. Fire Safety Report

The last fire drill was unscheduled, but went well. The cause of the fire alarm to go off, was an isolated fire head. This may have been a random failure.

5. Safety Officer Report

- i. JM reported a Physics 2 student got a shock from a signal generator in the lab. The plug was checked and fuse replaced. Issue was resolved. TQ reported this was a static shock, and not faulty equipment.
- ii. A member of staff slipped on the stairs, because of an oily film on the stairwell. A cleaning team was sent in to clean the stairs, and an apology was issued to the member of staff.

7. Teaching (KBO)

- i. TQ reported there was an issue last year with a laser not being secured. TQ does the risk assessing for experiments in the labs. Who is responsible for risk assessments for the projects? DD suggested, if the activity is taking place in a lab area that TQ controls, they should be responsible for the risk assessment. TQ could request this to be written by the project supervisor. If there is no risk assessment the activity cannot proceed.
- ii. New filters were ordered for the Air Scrubbers.

11. AOCB

- i. CP reported phas-safety mailbox has been set up, and all incident reports are going there automatically. There is an advert going out for a Safety Quality and Resilience Manager.
- ii. BMcK highlighted instances in the last couple of months, where contractors had blocked the swing doors leading to LT222. DD stated, this will not be permitted under any circumstances. The fire officer has decreed that no further infringement of any fire escape route is permitted at all in the Kelvin Building.

2. Minutes

The minutes from the meeting held on 09/01/25 were accepted as an accurate record.

Action Table

Item No	Who	What	Date Opened	Status
1b1	DD	All safety documentation needs to be updated. Everyone will be using the online interface https://risks.eng.gla.ac.uk/. i. Documentation and safety cases are being written, and revised on an ongoing basis. This needs to be migrated to the new system.	05/09/24 06/03/25	Ongoing
1b2	DD	Visits to IGR & Optics will take place in the next couple of weeks. Lab visits for MCMP, NHP, and Optics in the Arc, have been done.	06/03/25	Action Complete
1c1	DD	i. KBEW are now in progress. See regular updates from Head of School, plus details in Updates section in these minutes. ii. Contact Andy Maxwell about any works going on that might impinge on safety.	02/11/23	Ongoing Standing
1d1	DD	New Safety Handbook updates: 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. vi. The new Safety Handbook has been uploaded to the School Website.	05/09/24 07/11/24 06/03/25	Complete Complete
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. • 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. • It is the sector representative's duty to issue safety advice to the offices, as well as the labs in their sector.		Standing
2a2	DD	i. PAT: All staff are urged to check their offices to ensure safety practice as per the Safety Handbook.		Standing
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	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

3c1	CC	CC reported several issues with the fire drill on 30/10/24: 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. A fire drill is scheduled for next month, and mobile phone warnings will be used to alert people that the alarm has gone off.	07/11/24	Ongoing
			06/03/25	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: 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	Ongoing
			09/01/25	
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
4d2	TQ CN	TQ or CN to have a discussion with Bruce about installing dosimeters around the walls of R320 & maybe R323, so there is numerical evidence that ambient radiation in these rooms is at a sufficiently low level.	06/03/25	Action
5a1	JM	JM will send an email to the group about the Annual National Declaration under Chemical Weapons Convention Act.	09/01/25	Complete
		JM replied on behalf of the School.	06/03/25	
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
		i. Mould in Acre Road turned out to be efflorescence of minerals from the plasterwork after it had been wet. This is now resolved.	06/03/25	Complete
		ii. TQ reported a deterioration in the water quality, in teaching labs on level 223 & 323.	06/03/25	Ongoing
8b1	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. All first aid boxes have been replenished.		Standing
			06/03/25	
9d1	JM	One of the fume cupboards in the common fume room, on level one has failed. DD suggested this needs to be removed or upgraded. JM will cover the cost of this from the budget.	06/03/25	Action
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	Ongoing
		JM advised the secure areas may have been missed out. He will follow this up.	06/03/25	

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
	DB	MCMP are expecting to get keys for the new fire door on 210 that are compatible with all other MCMP doors.	06/03/25	
9d4	BMCK	To meet the new regulations for storage of radioactive sources, the following requirements have been placed on R153a: <ul style="list-style-type: none"> i. Doors will be replaced for security purposes. ii. Access to doors will be Salto controlled. iii. CCTV will be installed outside the lab pointing to the lab door. iv. A work plan will be put in place once the list of requirements has been finalised. 	06/03/25	Action
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
11b1	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	Action
		DD will check if this has been done.	06/03/25	
11c1	TQ	TQ has produced a standard operating procedure for adverse weather. This will be sent to the research groups when it is complete.	06/03/25	Action
	DD	This can be incorporated in the Safety webpages.		
11d1	JM	The storage area has been tidied and cleared. Only relevant cylinders are in the area. Continued monitoring of this area is needed to ensure it is maintained as tidy.	02/05/24	Ongoing

12. Date of next meeting – Thursday 1st May 2025