School Safety Committee 36th Meeting

In Person Meeting Thursday 1st May 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 (*Safety Coordinator*), David Boldrin (MCMP), Tony Clarkston (*NHP*), Colin Craig (Fire Safety Officer), Declan Diver (*Convenor and Theory Groups, Prof & Admin Support*), Fred Doherty (PPE), Colin Hunter (*Observatory*), Claire Neilan (*Radiation Protection Officer*), Carmel O'Brien (*Minutes*), Jonny Taylor (*Laser Safety Officer*) William Smith (*CoSE Instrumentation Services Team*)

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 | Other operational support | | | | | |
| Laboratories, Radiation safety (Nuclear and Laser) | a. Janitorial activity b. Secretarial activity | | | | | |
| a. Incidents b. Training & personnel c. Drills & operational practice d. Infrastructure & equipment | Out-of-hours access, security cameras General: heavy lifting, storage, building fabric, corridors etc. | | | | | |
| Safety Officer (items not covered elsewhere) | Key to items: | | | | | |
| a. Chemical storage b. Gas storage c. Hazardous areas d. General training e. General security on-site | 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/physicscommittees/safety/SitePages/Home.aspx.

1. Attending & Convenor Business

a. Apologies for absence: Ash Lyons (ARC), Bryan McKinnon, John Marshall (Depute Safety Coordinator), Cyril Pacot, Tom Queen (Teaching and Technical Support)

<u>Updates</u>

Paul Agnew will replace John Marshall as Safety Coordinator, with John Marshall becoming Depute Safety Coordinator. William Smith (*CoSE Instrumentation Services Team*), Bryan McKinnon (*NHP*), and Nicholas Fatoye (*CoSE Safety, Quality and Resilience Manager*) have joined the Safety Committee.

1c. KBEW

- Lift shaft has been craned in successfully, scaffolding is up. The scaffolding hoist will be delivered on Tuesday 6th May and erected, with appropriate adjustments to the scaffolding tower completed by the end of the week.
- All glazing units which are part of the apertures into the building have been removed. There are hoardings in every corridor where the apertures are, the scaffolding and hoardings have appropriate weather proofing around them.
- Slicing out the cladding that's on the building will start at level 4 first. Most of this will be done out of hours.
- The granite block work for the foot of the pend will arrive after the hoist delivery on Tuesday 6th May.
- Level 2 Foyer: Décor is expected to be completed by the end of week beginning 1st May. Fire safety aspects are still to be completed. Position of the smoke detector to be determined, which will be addressed this week.
- CCTV will be installed later, when this is being done everywhere in the building. Salto access to the door will happen at the same time.
- Levels 3 & 4: work is currently underway.
- Bridge: there is a delay to the piling, which will not affect the overall completion date for the works. Piling will start on 26th May. Anticipated delivery for steel work, which is currently under manufacture is 6 weeks.
- Stores: Waiting on final design information before implementing work.
- In terms of Safety, University Services highlighted the lack of banksmen when shifting scaffolding, and heavy concrete loads into and out of the Kelvin Building pend. There had also been issues with heavy vehicles blocking access roads. Parties are fully compliant now. DD advised, anything problematic associated with these issues should be reported.

3. Fire Safety Report

- CC highlighted that the assembly points for the Kelvin Building are not obvious. DD asked if there could be notices put somewhere outside, indicating the assembly area.
- WS reported, he had been informed there were no fire assembly points on Campus.

4. Radiation Protection Officer Report

• Ongoing improvements to the secure storage of radiation sources will cover all teaching and research material.

7. Teaching

• TQ sent a report that highlighted a further leak had been identified outside R419, seemingly coming from the concrete below R521. Taylor and Fraser suggested that it may be from the level 5 toilets rather than work on that room (being converted into a foyer for the lift).

11. AOCB

- CH reported, the rack repair work started at the Observatory on 29/04/2025. This will be a 4-week project. There will be further works within the flat roofed area, which involves additional supports to go in these areas. This is currently being costed. Taylor and Fraser could be doing work over the next two or three months.
- FD asked when the firestopping work is commencing. DD reported this would be July. FD put forward a case for the basement area where the 2 compressors are, because of overheating in this area. DD reported that ventilation relief in addition to the toilet firestopping would be incorporated into this job. This is a separately funded programme from the KBEW programme, and work will be carried out by Taylor and Fraser.

2. Minutes

The minutes from the meeting held on 06/03/25 were accepted as an accurate record.

Action Table

| ltem | Who | What | Date | Status |
|------|-----|--|----------|----------|
| No | | | Opened | |
| 1b1 | DD | All safety documentation needs to be updated. Everyone will be | 05/09/24 | Ongoing |
| | | using the online interface <u>https://risks.eng.gla.ac.uk/</u> . | | <u> </u> |
| | | i. Documentation and safety cases are being written, and revised on | 06/03/25 | |
| | | an ongoing basis. This needs to be migrated to the new system. | | |
| 1b2 | DD | Last lab visit will be to Jonny Taylor. JT will email DD with dates that work. | 01/05/25 | Action |
| 1c1 | DD | i. KBEW are now in progress. See regular updates from Head of | 02/11/23 | Ongoing |
| | | School, plus details in Updates section in these minutes. | | |
| | | ii. Contact Andy Maxwell about any works going on that might | | Standing |
| | | impinge on safety. | | |
| 1d1 | DD | New Safety Handbook updates: | O1/05/25 | Action |
| | | DD to update Personnel Organisational Table. | | |
| 2a1 | ALL | i. Sector representatives to start routine local inspections to check | | Standing |
| | | 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. | | |
| 2a2 | DD | i. PAT: All staff are urged to check their offices to ensure safety | | Standing |
| LUL | | practice as per the Safety Handbook. | | Standing |
| 2a3 | ALL | Specialist safety inductions for each lab is the responsibility of the lab | | Standing |
| | | guardian/sector leader. Records of attendance must be kept by that | | otaniang |
| | | sector. These can take any form but must be producible on demand. | | |
| 2a4 | ALL | i. FWs to complete Fire Safety training. Check who needs the | | Standing |
| | | training and ask Senior Fire Officer about courses. Send School | | <u> </u> |
| | | 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. | | |
| | CC | ii. CC will check this is up to date. | 01/05/25 | Action |
| 3c1 | CC | CC reported several issues with the fire drill on 30/10/24: | 07/11/24 | Ongoing |
| | | 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 to check if fire head are working. | 01/05/25 | Action |
| | | iv. CC to check if fire head are working.v. CC reported, the fire drill scheduled for April was put back. DD | 01/03/25 | Action |
| | | suggested having a fire drill in May, and check if SafeZone alert is | 01/05/25 | Action |
| | | working. CC will action this. | 01/05/25 | Action |
| 4a1 | CN | Design work for new holders/adapters to hold coin size sources is still | 01/05/25 | Ongoing |
| | | ongoing, with the intention of installing by the new semester. | 01,03,23 | ongoing |
| 4d1 | ALL | Anyone who has a laser system, must ask Jonny Taylor or Ash Lyons (acting | | Standing |
| Tari | | Fingene and has a laser system, must ask sonny laylor of Ash Lyons (acting | | Standing |

| | | deputy) to endorse it. They are the only people who can sign off class 3 | | |
|------|----------|--|----------------------|----------|
| 4.10 | 70 | and class 4 lasers as safe. | 04 (05 (05 | |
| 4d2 | TQ CN | CN reported, dosimeters were in place in R320 & R323 for the entire month of April. First phase has happened, awaiting second trial. TQ sent an update adding, another set will be applied during semester one in 25/26, to further monitor background levels. | 01/05/25 | Ongoing |
| 7a1 | TQ CN | i. TQ reported a deterioration in the water quality, in teaching labs on level 223 & 323. ii. CN reported, this this is being followed up. The water in the lab is | 06/03/25 | Ongoing |
| | | not for consumption and only used for experiments. There is sterile water available in bottles for washes. iii. TQ sent an update adding, a report was made to Estates since marked "Complete" with no details. | | |
| 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. | | Standing |
| | | iv. All first aid boxes have been replenished. | 06/03/25 | Complete |
| 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 |
| | PA | PA reported MCMP now have this space. PA will liaise with JM for an update, and check what needs to be done. | 01/05/25 | |
| 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. JM advised the secure areas may have been missed out. He will follow this up. | 09/01/25 | Ongoing |
| 9d3 | DB | MCMP are expecting to get keys for the new fire door on 210 that are compatible with all other MCMP doors. This has been approved, yet to be completed. | 06/03/25 01/05/25 | Ongoing |
| 9d4 | BMCK | Upgrading of radioactive source storage is now underway, meeting the latest regulations. | 02/05/25 | Ongoing |
| 10d1 | DD | Power supplies to disabled toilets to be connected: much of this is superseded by the distribution board replacement programme, which will make everything clearer and connect the power supplies. 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. DD sent a request to security, to ask about having SafeZone on PCs. DD | 09/01/25 06/03/25 | Action |
| | | will give an update on this. | | |
| 11c1 | TQ DD | TQ has produced a standard operating procedure for adverse weather. This will be sent to the research groups when it is complete. This can be incorporated in the Safety webpages. CN reported, there is a finalised draft which has been circulated to lab | 06/03/25 | Ongoing |
| | | heads for feedback. TQ sent an update adding, no negative feedback was received from lab heads. Waiting on approval from SC. | 01,03/25 | |
| 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 |

Date of next meeting – Thursday 11^{1th} September 2025