

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 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:** Ash Lyons (ARC), Bryan McKinnon, John Marshall (Depute Safety Coordinator), Cyril Pacot, Tom Queen (Teaching and Technical Support)

Updates

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

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	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 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: DD to update Personnel Organisational Table.	01/05/25	Action
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
	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: 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. v. CC reported, the fire drill scheduled for April was put back. DD suggested having a fire drill in May, and check if SafeZone alert is working. CC will action this.	07/11/24 01/05/25 01/05/25	Ongoing Action Action
4a1	CN	Design work for new holders/adapters to hold coin size sources is still ongoing, with the intention of installing by the new semester.	01/05/25	Ongoing
4d1	ALL	Anyone who has a laser system, must ask Jonny Taylor or Ash Lyons (acting		Standing

