

18th Meeting of the School Safety Committee

Thursday 26th November 2020, 11:00-13:00
Online via Zoom

MINUTES

Present: Prof C Buttar, Mr C Craig, Prof D Diver (Chair), Mr C Hunter, Dr S McFadzean, Mr J Marshall, Mrs R McLauchlan (Minutes), Ms C Neilan, Prof V O'Shea, Mr T Queen

1. Attending & Convenor Business

a. Apologies for absence

Dr G Gibson and Mr G Tobasnick could not attend this meeting.

b. COVID matters

DD drew everyone's attention to the "SC COVID mtg 271020 actions updated" document containing actions from the smaller COVID group meeting held on 27th October. These updates have been incorporated into the minutes below accordingly.

2. Minutes

The minutes from the meeting held on 7th October 2020 were accepted as an accurate record.

(Updates are in italics)

| Item no. | Who | What | Date Opened/ updated | Deadline/ Status | Date closed |
|----------|------------------|---|----------------------|------------------|-------------|
| 3a1 | RM | Put links to Protect Scotland and Safe Zone apps on School Safety webpage. Edit school web pages to reflect current practice, including out-of-hours practice, move link to calendar to more prominent position. | 27/10/20 | Completed | 26/11/20 |
| 3a2 | RM GT | Ask for an extract of the Safe Zone app presentation given at the College COVID meeting to put in School inductions, on Safety webpage etc. Safe Zone app presentations due on 4th and 6th Nov. Share link with postgrads and staff. <i>Source PowerPoint presentation from Gary Stevens.</i> | 27/10/20 | Ongoing | |
| 3a3 | DD | Draft email to DI communicating the changes/new information to be distributed to staff by DI. | 27/10/20 | Completed | 26/11/20 |
| 3b1 | JM | ECS will audit COVID compliance in KB; Only rooms in use require to publish their occupancy. Remind research groups to ensure standard label is fixed to doors. | 27/10/20 | Ongoing | |

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| 3c1 | JM | Order small number of face mask exemption lanyards (sunflower pattern) from UoG shop. <i>Ordered online as none in shop.</i> | 07/10/20 | Completed | 27/10/20 |
| | DD | Inform Stores of procedure for requesting these lanyards: applicant should email request to phas-safety@glasgow.ac.uk , SC reply with approval and cc Stores who dispense lanyard. | 07/10/20 | Completed | 27/10/20 |
| 3d1 | RM | Confirm which UoG outlets/areas are available/open for those working on campus to eat lunch at. <i>Add "eating on campus" link to School COVID webpage</i> | 07/10/20 | Next mtg | |
| 3e1 | DD | Create floorplan showing where in teaching wing of Basil Spence building UGs may go, circulate plan round SC for approval. Create posters marked "Restricted to research and support personnel only, except in an emergency" and place in corridors to deter UG entry. | 07/10/20 | Completed | 27/10/20 |
| | CN | Print floorplans and signs, ask janitors box to put them up on staircase and corridors. | 07/10/20 | Completed | 27/10/20 |
| | DD | Ensure signs are put in the courtyard, all external stairs and inside janitorial box (along with note about Common Rm being out of bounds to students). Raise janitorial issues with HoS, Muffy Calder and Neil Bowering (COVID Recovery gp). | 26/11/20 | Next mtg | |
| 3e2 | JM DD | Rrm320 (computer cluster) is available to students for internet access (<i>on ECS list but not student app</i>). Common Room is not available for private study. <i>Do not offer rms for exams, keep eye on numbers using them, reassess in semester 2.</i> | 27/10/20 | Ongoing | |
| | DD | Ask LS to move LT257 bookings to LT222, in order to further minimise movement of students around KB. | 07/10/20 | Completed | 26/11/20 |
| 3e3 | DD | Staff/PGRs must book access to KB via online School calendar and confirm any no-show/early leaving when requested, research visitors or contractors must complete a single log sheet on arrival and departure. Remove sign-in book, send suggested notice for Janitors' box and foyers around SC immediately. | 27/10/20 | Completed | 26/11/20 |
| 3e4 | DD | Investigate using large rooms in each research group for short postgrad/staff and supervisor (i.e. 3 personnel per rm) catch-up meetings twice a week (e.g. Tue and Fri), with 3 days between to assist with decontamination. Look at 604 for A&A; emails to other research groups might elicit further possibilities; all subject to overall building numbers being controlled. <i>Not appropriate during Tier 4</i> | 27/10/20 | Ongoing | |
| 3e5 | JM | Outline proposals for limited lab use; GG to offer his insights into possible project working. <i>Not appropriate during Tier 4</i> | 27/10/20 | Ongoing | |
| | TQ CH | Send DD info on potential reduced capacity KB physics labs (inc equipment needed, enhanced cleaning requirements and experiment suggestions) and notes on how Cavendish laser and magnetometer at Observatory could be partitioned/moved to accommodate a limited student learning experience. | 26/11/20 | Ongoing | |
| | DD | Take info to R&T Committee. | 26/11/20 | Ongoing | |

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| 3f1 | DD | Ask RGs to write revised Risk Assessment for increase in research lab occupancy numbers: incorporating floorplan with 2m zones, equipment deployed and an assessment on how to avoid having workers passing close to each other repeatedly. Ask RGs to send them to SC for comment/approval. | 07/10/20 | Completed | 26/11/20 |
| | VOS | Look at CERN lab restrictions for guidance and a comparison of how they handle this. | 07/10/20 | Completed | 26/11/20 |
| 3f2 | SMcF | Write plan and Risk Assessment for MCMP one-to-one PGR lab training with technicians, ensure it is compliant with SEPS, submit to SC for discussion then to SEPS for approval. Approved by SC. | 27/10/20 | Completed | 26/11/20 |
| 3g1 | CB | Distribute COVID Incident Log to RGLs and ask them to send recorded incidents to JM. Add submitted incident logs onto SC SharePoint (https://sharepoint.gla.ac.uk/schools/physics/Committees/safety/Instant%20Reporting/Forms/AllItems.aspx), create single master register (also stored on SharePoint) and update it when incidents logs are submitted, inform Silver Command whenever incident logs are submitted. | 07/10/20 | Completed | 26/11/20 |
| 4a1 | DD | Faulty lights in the basement set off the smoke alarm system. The fire brigade recommends that they all be replaced. ECS have commissioned Servest to survey all strip lights in KB. DD will write to Senior Fire Officer to urge replacement of all lights as soon as possible. | 24/01/20 | Ongoing | |
| 4b2 | CC | FWs to complete Fire Safety training. Check who needs the training <i>and ask Senior Fire Officer about courses. Send School memo to ask those visiting KB to ensure they have fire safety training beforehand.</i> | 04/10/17 | Ongoing | |
| 4b3 | DD | New Deputy Fire Officer required; raise with HoS. | 07/10/20 | Ongoing | |
| 4c2 | GT DD | Report on fire safety, changes to routes during KB essential works, what the fire exit path from LT257 will be. Awaiting KB Essential Works revised plan from contractors. Works will commence in June. Arrange fire drill to test exits during refurb (e.g. during summer schools?). Consult Billy Russell about the concertina doors being inadequate as a fire exit. | 04/10/17 | Ongoing | |
| 4c3 | CC | Check refuge points during a routine fire test. | 01/05/19 | Ongoing | |
| 4d3 | CC GT | Test radios and order new ones as necessary. Have refresher meeting with FWs about the use of radios and hi-vis vests during evacuations (i.e. two of each kept at front door, two of each handed out). | 01/05/19 | Ongoing | |
| 4d4 | CC | Consult FSO about service schedule for shutdown of IGR JIFF lab, detector loop and heads and void access. Waiting on grant for works. Chase Ken Strain for status update and get written confirmation from him. | 01/05/19 | Ongoing | |
| 4d6, 10c1 | DD | Speak to Dave Ireland about removal of NPE lab refit equipment on level 4. | 01/05/19 | Completed | 26/11/20 |
| | JM | Ask Iain Telfer to mark out area surrounding each refuge point with hazard tape in order to prevent equipment being left in those spaces. | 24/01/20 | Ongoing | |

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| 5a1 | DD | "Near miss" incident reported on 18/08/20 (transient vision impairment from leaked pulsed-laser system in Optics group). Raise GG issues (increased activity/projects, more personal training requirements) with HoS. | 07/10/20 | Ongoing | |
| 5b1 & 5c1 | GG | Do walk-round with Jim Gray <ul style="list-style-type: none"> - should laser training be improved (for 3b lasers and above)? - Optics and Imaging interlocking systems need updated to restrict access more: use same solution as used in Research Hub i.e. Salto cards? | 01/05/19 | Ongoing | |
| 5b2 | CN | Forward info from RPS on training sessions (twice a year) to relevant staff, include in School inductions for new staff and PGR. <ul style="list-style-type: none"> - Next training session will be in spring 2020 | 01/05/19 | Ongoing | |
| 5c1 | CN | Talk to Fred Docherty about adding rm108 and SMcF about adding rm113 to list of sources. <ul style="list-style-type: none"> - rm 113 is already on source list (was just needing tagged as MCMP) - Rm108 is X-ray generator, not permanent source, but should it still have external indicator? – speak to Fred Docherty again | 01/05/19 | Completed | 26/11/20 |
| 6b1 | JM DD | Ask <i>individual research gp members</i> to add regulator details (dates of replacements etc.) to gas cylinder log (kept by Stores). Ask <i>SMT to pressure HR about AG replacement</i> . | 09/05/18 | Ongoing | |
| 6b2 | JM | Order new, at least A5 sized (if not larger – check space available) and waterproof logbook box for liquid nitrogen store. Mount box somewhere on KB brick wall within the gas store enclosure. | 07/10/20 | Ongoing | |
| 6c1 | GT TQ | Legislation for electromagnetic field meters changed last year. Jim Gray asked what devices we have in KB. Meters that cover all ranges cost £10k each; need to evaluate level of demand if RPS are to purchase one. Could use contractor to measure instead. TQ to borrow handheld monitor from SMcF for P2 labs. Put up more entry warnings for pacemaker wearers. <i>Include in Risk Assessment process</i> . | 24/01/20 | Ongoing | |
| 6c2 | JM | Chase ECS about electrician's report and emergency kill switches for CNC workshop. | 26/11/20 | Ongoing | |
| 6d1 | JM | Email relevant people about SEPS training sessions. | 01/05/19 | Ongoing | |
| 7b1 | JM | Investigate potential candidates for SC Mechanical Workshops Representative. | 07/10/20 | Ongoing | |
| 7d1 | JM DD | Main gas inlet for KB goes through current welding bay and this goes against new HSE legislation - evaluate how welding bay can be moved to another location. <ul style="list-style-type: none"> - JM to check with Phil about legislation and whether new door is needed - DD to check with Dominic (ECS) to find out if this was captured in fire survey for KB Essential Works | 13/11/19 | Completed | 26/11/20 |
| 7d2 | JM | Purchase blinds for workshops affected by sunlight. | 24/01/20 | Ongoing | |
| 8c | TQ RM | Share completed <i>P1 & P2 lab documentation</i> (risk assessments, equipment records etc.) with DD. <i>Set up folder on SharePoint for this, send TQ link and instructions on creating network drive location.</i> | 24/01/20 | Ongoing | |

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| 8d | SMcF | Repair broken hose connection/valve on liquid nitrogen tanks outside. Meanwhile, get temporary supplies from Chemistry. | 24/01/20 | Completed | 26/11/20 |
| 9b1 | GT JM TQ | Investigate how many first aiders are legally required in KB and ask HoS to send out a call for volunteers (currently only have 2 FAs in KB). | 26/11/20 | Ongoing | |
| 9c1 | GT SMcF | Amended risk assessment template (for summary of lab spaces) sent to RGLs and teaching staff. | 04/10/17 | Completed | 26/11/20 |
| 9c2 | GT SMcF | Review COSHH documentation and chemical logs. - PB had old forms, SMcF to send DD & GT new template for sending round School simultaneously with risk assessment forms. | 04/10/17 | Completed | 26/11/20 |
| 9d1 | JM TQ | Ask Alan Bowman to repeat AG requisition for first aid boxes to order 10 more under same budget. Distribute first aid kits to cover outstanding areas. Add disclaimer to first aid notices, pointing out low occupancy of KB and less FA Officers means it is best to phone gatehouse for advice. | 07/10/20 | Completed | 26/11/20 |
| 9d2 | TQ | Email first aid kit locations spreadsheet to RM to put on SharePoint. See if remaining extra 15/20 FA signs need put up anywhere else in KB. Put Mental Health FA signs alongside FA signs in KB. | 26/11/20 | Ongoing | |
| 10a1 | JM | PPE lab water ingress on power supply. <i>Waiting on quote coming back from Servest.</i> | 24/01/20 | Ongoing | |
| 10a2 | DD | Smell in PPE lab, rm479 and rm340. <i>Email Richard Bates to ask if this is still an issue.</i> | 24/01/20 | Ongoing | |
| 10a3 | VOS JM GT CN | Revise Risk Assessment and provide worst-case scenario to SC, use this to support pressure on ECS about the danger of electrical power issues and ongoing water ingress problems in rm341. Plan for reorganised lab should remedial works put rm341 out of use for any significant period. Forward info on PPE nuclear sources stored in rm341 to VOS. | 07/10/20 26/11/20 | Ongoing Ongoing | |
| 10a4 | SMcF | Produce strategic analysis of rm116c in order to deal with long-term water ingress issues there and prepare for potential remedial works putting it out of use for a significant period. | 07/10/20 | Ongoing | |
| 10c2 | GT JM | Ask ECS for reminders regarding engineer/contractor visits and emphasise that they should be signing-in to each building they visit, not just at Central Services. Security/Janitors should not be giving them keys either (they have been informed). Contact ECS to query procedures for this and raise at COVID Recovery group meeting. | 09/05/18 26/11/20 | Completed Ongoing | 26/11/20 |
| 10d1 | GT CN DD | Have a separate digital safe for the nuclear source rooms, so that a key to these rooms is not obtained by mistake when accessing the global safe. <i>Ask RPS and NPE to identify which rm keys should go in digital safe.</i> | 13/11/19 | Ongoing | |
| 11a | DD | Janitors to update numbering in goods lift and signage around LT257 area. <i>Lift is currently closed.</i> | 24/01/20 | Ongoing | |

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| 11d1 | JM | Consult RGLS and schedule shutdown in order to check that all disabled toilet alarms are working. - Servest are yet to complete checks | 01/05/19 | Ongoing | |
| 11d3 | JM | Put in works request to get Concertina doors serviced and light above them fixed. Check status of front door lighting being replaced/updated. | 20/11/20 | Ongoing | |
| 11d4 | DD SMcF | Monitor ECS vehicle parking in Crane Hall Area. <i>Email DD about recent nitrogen deliveries.</i> | 24/01/20 | Ongoing | |

12. AOCB

N/A

13. End of Meeting

DD will email SC about the fortnightly meetings. The date of the next full meeting will be confirmed in due course.