

# School Safety Committee Meeting

Monday, 24<sup>th</sup> January 2022, 11:00 12:30

Online via Zoom

## Minutes

### 1. Attendees:

Prof Declan Diver (Chair), Mr Colin Hunter, Mr Eric Oelker, Mr Sam McFadden, Mr John Marshall, Mr Tom Queen, Miss Lindsay Brand (Minutes)

### 2. Attending & Convenor Business:

- a. Apologies for absence

### 3. Purpose:

Addressing forthcoming Safety Audit in February, and to discuss the shortcomings identified from the last audit, and how things are different now, plus outstanding issues from the last full set of minutes.

### 4. Minutes:

- a. Required updates from last Audit:

Item no.	Who	What	Deadline Status	Date Closed
1	ALL	<i>General risk assessments are now available in each group; each research lab has a risk and hazard statement near the door, lab guardians. Safety SharePoint with all critical info/documentation</i>	COMPLETE	24/1/22
2	JM SMcF	<i>Oxygen monitors – no formal arrangement for maintenance – John to get list of all monitors in the building – when last maintenance was and keep a calendar reminder for maintenance</i>	ACTION	
3	DD JM	<i>Training Matrix - auditable records of who has completed training / who has been inducted as research member of staff – Declan – contact RGRs/HR for Induction Data / Norman Grey</i>	ACTION	
4	ALL	<i>Induction Record - list of people with Induction Training to be added to SharePoint</i>	ACTION	
5	DD	<i>Server Room Fire Systems – contact Norman Gray</i>	ACTION	
6		<i>Noise issues</i>		
7		<i>Lab Hazards statements – Auditable trail/risk assessment</i>	COMPLETE	24/1/22
8		<i>Gas Handling Training Records – list of people trained to be added to SharePoint</i>	ACTION	
9		<i>Acre Road – roof issues</i>	COMPLETE	24/1/22

b. The minutes from the last meeting held on 17<sup>th</sup> March 2021 were accepted as an accurate record.

Item no.	Who	What	Date opened/ updated	Deadline Status	Date Closed
4a1	SMF JM	Lights in Rm.243, fire head	17/03/21		
4b2	CC	Deputy fire officer	04/10/17		
4c3	CC	Refuge points flaw – follow up with Colin Craig	01/05/19	ACTION	
4d3	CC GT	Test radios	01/05/19		
4d4	Eric CC	IGR lab fire heads - replace Fire Heads at same time as refurbishment – now on hold/delayed due to covid.	01/05/19	PENDING	
4d6	JM	PPE level 5 cabinets - Cabinets to be removed – John to set date for removal.	17/03/21	PENDING	
5b1 & c1	Eric	Improvements to laser training	01/05/19	PENDING	
6b1	JM	Logging gas cylinders and regulators – Identify who is responsible	09/05/18	PENDING	
6b2	JM	Lockable and weatherproof logbook enclosure for liquid nitrogen store – available but needs to be mounted somewhere on KB brick wall within the gas store enclosure	07/10/20	ACTION	
6c1	TQ Sam GT?	EM field meters in place? Tom to check if shielding in place and has EC Stamp with microwave source and x-ray source.	24/01/20	ACTION	
6c2	JM	Electrical safety at CNC workshop? – <i>Kill Switch back up and running.</i>	26/11/20	COMPLETE	24/1/22
6d1	JM	SEPS training – Already addressed – get list of who is trained	01/05/19	ACTION	
7b1	DD JM	Mech workshop SC rep/heavy lifting – Paul Agnew (Brendan McGill Assistant) – Update safety handbook	07/10/20	ACTION	
9b1	TQ JM GT	First Aiders – <i>Update list and signs of First Aiders for the handbook and notices on KG and Observatory before 01/02/22</i>	26/11/20	ACTION	
10a1: 10a3	JM VOS GT	PPE water ingress issue – <i>still ongoing due to covid/scaffolding issues.</i>	24/01/20	PENDING	
10a4	SMcF	Rm.116 strategy – require scope of works and contingency plan for rm 116 out of use, to see if worth doing.	07/10/20	PENDING	
10d1	JM  TQ  GT	New safe for nuclear source keys– new key for Janitor’s area, still with technicians. Need separate key for contractors to avoid risks/mistakes  Resolve key store – key safe needs to be locked for nuclear sources to be kept secure (Tom)  <i>Nuclear lab now with key coded door/digital lock</i>	13/11/19	ACTION  PENDING  COMPLETE	   24/1/22

10d2	VOS CB GT JM	Status of the nitrogen gas distribution system – trying to find a site / no reply from Estates	17/03/21	PENDING	
11a1	DD	Janitors to update numbering in goods lift and signage around LT257 area. Lift is currently closed	24/01/20	PENDING?	
11a2	ALL	Cleaner's guidance – make blanket instruction for cleaners for the labs – induction/guidance on lab doors (need for induction course) - Tom is emailing teaching techs, DAD will email RGLs.	17/03/21	ACTION	
?	DD LB	SharePoint – wider access (ask Ian) / update documentation	24/1/22	ACTION	
	DD	Need for comparable document of changes since last audit.	24/1/22	ACTION	
	DD	Lack of clarity in central management of cleaning and building fabric maintenance at the audit	24/1/22	ACTION	

## 12. AOCB

N/A

## 13. End of Meeting:

### Action items:

DAD:

will prepare a document summarising the changes that have happened since the last audit, including the completion of the actions from that document.

### Actions required that are specifically to do with audit preparation:

1. Compile a list of oxygen-depletion monitors across MCMP, IGR, PPE etc: John, Sam
2. Clarify the current status of the server rooms and the fire-suppression system: DAD to contact Norman Gray
3. Collect the risk assessments for A1 and A2 (colin hunter to send), and follow-up honours: DAD
4. Check who is responsible for collating all the gas cylinder (and regulator) information - is it David in Stores? : John
5. Update the safety handbook to show John as safety officer, Paul Agnew as workshop rep on SC & heavy lifting contact, and Brendan McGill as his assistant: DAD
6. Update the list of first aiders for the handbook and the notices on Kelvin Building and Observatory: John
7. All lab groups - research and teaching - should provide a basic guide for cleaners in rooms, fixed to the wall, offering guidance for that location - e.g., empty bins, clean floors, wipe touch points (light switches, door handles) but don't touch equipment or bench surfaces unless you have attended the induction for that room: Tom is emailing teaching techs, DAD will email RGLs.
8. Web pages need updated - DAD will seek the appropriate T4 editor, but hopefully Lindsay will be able to do this after training.

9. Sharepoint access needs to be broadened to allow parallel upload: DAD to ask Ian Anthony

10. Compile a list of those who have undertaken safety training courses: John

11. DAD will raise lack of clarity in central management of cleaning and building fabric maintenance at the audit.