

## School of Physics & Astronomy

### Minutes of the 12<sup>th</sup> Meeting of the School Safety Committee held on Wednesday 04<sup>th</sup> October 2017

**Present:** Professor C Buttar (Chair), Mr P Barbour, Mr C Craig, Dr D Diver, Ms A Garrett, Dr G Gibson, and Mr C Hunter.

**Apologies:** Dr S McFadzean, Professor V O'Shea, Mr G Smith and Dr M van Veggel.

**Attending:** Ms J Anderson

#### **12.1 APOLOGIES FOR ABSENCE**

Dr S McFadzean, Professor V O'Shea, Mr G Smith and Dr M van Veggel.

#### **12.2 MINUTES OF THE 11<sup>TH</sup> MEETING OF THE COMMITTEE – WEDNESDAY 01<sup>ST</sup> MARCH 2017**

The minutes were accepted. JA to pass Lynne Stewart the minutes from all meetings going forward. All actions to be numbered in the minutes to avoid confusion.

#### **12.3 - MATTERS ARISING**

##### **11.1 - FIRE OFFICER REPORT**

**11.1a ACTION CLOSED:** CC to look into arranging for the School to be given a fire extinguisher demo. CC to aim for May to arrange the fire extinguisher demo.

CC has advised the company who provided this training in the past no longer does it. They can do it for Fire Officers with 8 people at a time. The advice to occupants is that they should be get out of the building and leave the fire to the Fire department.

CC and AG have been on a course for Fire Officers only to be shown how best to use a fire extinguisher. They both had a demo. The only training that will be available will be online. Get out is the only option. AG to e-mail school to advise get out if there is a fire as human life is more important than the building.

**11.1a ACTION CLOSED:** Only Fire Officers should be trained on how best to use a fire extinguisher.

**11.1b ACTION CLOSED (SEE ACTION 12.3.1c):** The two main points – leaving the building in a timely manner and headphones will be discussed at the next staff forum.

PB advised lots of work to do in order to secure the fire routes.

In the labs, lecture theatre's and plant rooms (anywhere that is noisy) visual indicators have been installed on the fire alarm heads which will flash to allow people

who might not be able to hear the fire alarm know that the fire alarm has been activated. The cost of implementing this system around the building was discussed as there is a concern that people wearing headphones would be unable to hear the alarm. It was suggested that people who wear headphones test if they can hear the alarm on a Monday during the weekly fire drill. It was agreed that after the drill today that an e-mail should be sent advising people to check they can hear the alarm during one of the Monday morning tests.

**12.3.1a NEW ACTION:** AG to e-mail after today's fire drill to ask everyone to leave the building in the event of a fire.

**12.3.1b NEW ACTION:** AG to e-mail after today's fire drill to ask everyone to check during the next fire alarm test on Monday morning that they can hear the fire alarm with their headphones on.

**12.3.1c NEW ACTION:** STAFF FORUM: Presentation to make staff aware that they need to be able to hear the fire alarm when wearing headphones.

## **11.2 - FIRE SAFETY - MOODLE**

**11.2a ACTION CLOSED (SEE ACTION 12.3.2a):** AG to find out who has completed the fire safety on Moodle.

AG advised Moodle will show the last time someone logged into look at the Fire Safety but it does not show if someone has completed the training. Fire Wardens to complete the training ASAP. It was agreed a reminder e-mail be sent advising staff that this should be completed every two years. Some people have been experiencing problems when trying to send the certificate.

**12.3.2a NEW ACTION:** Fire Wardens to complete Fire Safety training.

**12.3.2b NEW ACTION:** E-mail to advise staff and PGR students to complete the training every two years.

**12.3.2c NEW ACTION:** AG to liaise with Tom Queen to find out who has completed the Fire Safety training on Moodle.

## **11.3 - REFUGE POINTS**

**11.3a ACTION CLOSED (SEE ACTION 12.3a):** PB to inform Nick Elliott of the need for an asbestos survey before the cable is laid for the refuge call points and to inform him that the back-stairwell vent has asbestos residues in it which need to be removed.

Await final survey of the works.

**12.3.3a NEW ACTION:** PB to inform Nick Elliott of the need for an asbestos survey before the cable is laid for the refuge call points and to inform him that the back-stairwell vent has asbestos residues in it which need to be removed.

Await final survey of the works.

**12.3.3b NEW ACTION:** PB/DD to find out how works will be done and if any fire safety provisions will be maintained. They will pass the results to AG/CC.

#### **11.4 - IGR JIFF LAB SMOKE DETECTOR**

**11.4a ACTION CLOSED:** CB/MVV/PB/Ken Strain/Henry Ward/Estates and Buildings should meet and discuss when this work can take place.

During the summer, the filters in the air-conditioning units were being replaced in the IGR JIFF lab. While the scaffolding was in place it was hoped that the fire alarm units could be replaced for the new style alarms but many were inaccessible. The smoke detectors that could be reached were replaced. The safety of the building was confirmed ok but there could potentially be an issue with detecting where smoke is in the building. The cost of replacing all of these would be high to the school. There are approximately 6 heads causing an issue in the system. It is not uniform across the building. The cost would be approximately £30,000 to dismantle the lab and it would require shutting down for several months with significant impact on several projects. Another option discussed would be to isolate the loop in the labs. It was confirmed that the system currently works but that the location of smoke might be compromised. It was agreed that advice should be sought from the University Fire Officer.

(LED indicators on the new fire alarm heads flash to signal they have been activated. This lets the fire department know where a fire is in the building.)

**12.2.4a NEW ACTION:** PB/CC to liaise with the University Fire Officer to ask if he is happy with the operation of the system and if new heads should be fitted now or can be fitted later.

#### **11.5 - EVAC CHAIR**

**11.5a ACTION CLOSED:** PB to discuss with Estates and Buildings to get new building done now. Push for old building.

PB has advised there is now an EVAC chair at the janitor's box. Central services are the only people trained on how to use the chair. They should attend and get person out. Anyone with mobility issues should go to the refuge points for collection. The handbook will need to be updated.

New refuge points were installed last week across the building.

Levels 1, 2 and 3 all have problems areas for access points. Refuge points must be kept clear. It was agreed that no items should be stored/left at the refuge points or corridors.

**12.3.5a NEW ACTION:** PB to update the hand book with EVAC chair/refuge point information.

**12.3.5b NEW ACTION:** AG to state in the post drill e-mail today that there are now refuge points in the building.

## **11.6 - COURTYARD**

**11.6a ACTION CLOSED:** PB to send e-mail advising no items to be placed in the courtyard.

**11.6b ACTION CLOSED:** PB to investigate installing a bollard in the underpass.

**11.6c ACTION CLOSED:** PB to investigate the removal of wooden pallets.

This is no longer an issue as people are no longer leaving items for removal here. More regular pickups have been organised. AG preventing people from leaving items behind. It was agreed that the bollard is unnecessary as the planned renovations will no longer provide access through this part of the building.

## **11.7 - CHEMICALS**

**11.7a ACTION CLOSED (SEE ACTION 12.3.7a):** PB to contact Viola and arrange for them to visit the School for a chemical survey and disposal estimate and to ask the School and College to meet the cost.

**11.7b ACTION CLOSED:** PB to inform E&B that the issue of the chemical disposal is to be placed on their list of priorities and to prevent any work taking place that may affect access during the Viola site visit.

**11.7c ACTION CLOSED:** PB to contact the research groups so that all of the unwanted chemicals can be disposed of at once.

**11.7d ACTION CLOSED (SEE ACTION 12.3.7b):** SMcF to send the risk assessment template to the research groups once it has been amended.

**11.7e ACTION CLOSED:** SMcF to send CB the central chemical log, so he can then send to the RGLs and ask them to nominate one person per group to complete the log on an annual basis.

IGR - MVV manages chemicals log. IGR are currently using an excel spreadsheet to log all of this information. The spreadsheet is stored centrally on a shared area.

PPE - may have other chemicals. TBC.

MCMP - SMcF manages this.

**11.7f ACTION CLOSED (SEE ACTION 12.3.7c):** PB to ask MK to put chemical log School web page

**11.7g ACTION CLOSED:** AG to e-mail research groups to get a list of contacts for gas cylinders. AG to arrange removal of unwanted cylinders.

AG has a list of who has cylinders. 14 cylinders have been removed so far. PPE and MCMP both tag all new cylinders then write empty when ran out.

**11.7h ACTION CLOSED(SEE ACTION 12.3.7d):** CB/SMcF/MVV to meet to discuss chemical logs for each group further. AG keeps a chemical log and processes the COSH sheets and logs them centrally. So far only MVV from IGR has provided a list.

SMcF to check who in MCMP will complete this. Still awaiting contact from other groups.

**11.7i ACTION CLOSED (SEE ACTION 12.3.7e):** CB to find out if any other safety officers in other schools.

**12.3.7a NEW ACTION:** PB to contact Viola and arrange for them to visit the School for a chemical survey and disposal estimate and to ask the School and College to meet the cost. Need more effort to support PB cleaning up store before uplift.

**12.3.7b NEW ACTION:** PB to chase SMcF. SMcF to send the risk assessment template to the research groups once it has been amended.

**12.3.7c NEW ACTION:** MK to put chemical log School web page and update handbook with SMcF.

**12.3.7d NEW ACTION:** CB/SMcF/MVV to meet to discuss chemical logs for each group further. AG keeps a chemical log and processes the COSH sheets and logs them centrally. So far only MVV from IGR has provided a list. SMcF to check who in MCMP will complete chemical log. Still awaiting contact from other groups.

**12.3.7e NEW ACTION:** CB to find out if any other safety officers in other schools.

## **11.8 - GAS CYLINDER TRAINING + CHEMICAL AND GAS STORAGE**

**11.8a ACTION CLOSED:** find out how often the gas cylinder training has to be completed.

**11.8b Action:** PB to liaise with E&B planning to find out where the gas cylinder store can be relocated. PB to contact Craig Carr.

PB investigated. Even a temporary structure requires planning permission. Agnew worked hard with Craig Carr and the groups on this. It has been decided that the storage unit should be situated between the Kelvin Building and the Bower Building. BOC have advised that the unit would be unsuitable at the other end of the Kelvin Building. There must be 24-hour access to the unit and enough room for a lorry to manoeuvre. There are safety implications with the structure, it cannot be under a fire exit and must be blast proof. There are potentially explosive substances that will be stored in the unit, hydrogen and oxygen and cylinders. A question was raised – is there a risk assessment for this? The Fire Officer has highlighted this issue. It was agreed that the Fire Officer should complete a risk assessment for this to check windows in the building and access are suitable for the storage unit. Chemistry have a brick building plus a cage with a solid roof for storing explosives.

**12.3.8a NEW ACTION:** PB to select people to go on gas cylinder training. 30 people to complete the training on list. PB to select people to go on training.

**12.3.8b NEW ACTION:** PB to contact the Fire Officer to arrange a risk assessment and for recommendations. Peter Dunn to be involved then take to E&B.

## **11.9 - CLEANERS**

**11.9a ACTION CLOSED (SEE ACTION 12.3.8a):** PB to discuss with Estates and Buildings about removal of cleaning materials from refuge areas.

PB advised there is no space in the building for storage of cleaning items. It was discussed that there should be a room/space on each floor but that there is no space for this. The building is a 98% capacity. Another solution needs to be found.

**11.9b ACTION CLOSED:** PB to discuss with cleaning supervisor about black bags being removed from building and alternative storage of bags.

**12.3.9a NEW ACTION:** Storage solution to be found for cleaning equipment and materials. To be raised at SMT.

## **11.10 - OBSERVATORY ACCESS**

**11.10a ACTION CLOSED:** Martin Hendry to discuss with Estates and Buildings. It has to be stressed this is required before the next academic year.

Observatory works have now been completed.

## **11.11 - ASBESTOS REPORT**

**11.11a ACTION CLOSED:** Martin Hendry/CB/SMcF/PB to discuss. SM to find out what other departments do i.e Chemistry/Engineering.

The annual asbestos report has been completed. More removal has taken place since the last safety committee meeting. No report has been sent to date. Nick Elliott to send the report. PB has spoken to NE about this.

**12.3.11a NEW ACTION:** Copy of the asbestos reports to be passed to PB. Having this set up is still in progress.

## **12.4 – SAFETY OFFICER'S REPORT**

### **12.4.a Chemical Store**

Contractor was injured and attended hospital. No Actions

Cleaner cut their hand on the men's shower tiles. Work request sent.

**12.4.a NEW ACTION:** PB to follow up on this.

### **12.4.b Gas Storage**

### **12.4.c Status of Refuge Points**

Rubbish has to be removed from stair wells. A selection of desks have been removed from the corridors last week.

Not all refuge points are live as the top floor point has to be input after desks removed. Level 4 needs a box fitted. The point in the basement is not working.

Refurb – Fire exits have to be kept working during the refurbishment of the building. Drilling will take place out of hours. Care has been taken not to disrupt the SUPA VC room lectures. Disabled access to the building will be compromised during the works; there will be a temporary platform lift in place. The plans are available to view on Moodle and the accommodation forum. Currently there is not a huge amount of information available.

**12.4.c NEW ACTION:** DD to keep everyone updated on any issues and anticipate any issues.

## **12.5 – FIRE OFFICER’S REPORT**

There is a fire drill planned for today. There is still water coming into the fire system on stair E on level 4. The head has been removed as it is full of water. There is now a bucket below it which is a potential trip hazard. CC has asked fire department to move the alarm and leave a hole for the water to avoid it filling up in the future. A works request has to be raised for this. No other issues.

**12.5.1 NEW ACTION –** CC to raise a works request to have alarm moved to another location in the ceiling.

## **12.6 – AOCB**

PB will give a safety talk to new students at the induction event later this week. There will be a sign-up sheet to confirm students have read the information available. A review of the safety training will be carried out. MVV gives training to new IGR members. Once a year this should be reviewed.

Each group organises its own laser safety training. This should be done every 5 years.

Radiation services deal with the radiation safety training.

## **Building refurbishment**

**12.6.1 NEW ACTION:** PB/DD to report back from E&B “stakeholder” meetings on the impact of work on fire safety and whether any changes to e.g. routes need to be taken account of. They will pass information to AG/CC.