

15th Meeting of the School Safety Committee

Wednesday Nov 13 2019, 10.00-11.30
Room 506, Kelvin building

MINUTES

Present: Mr C Craig, Prof D Diver (Chair), Dr G Gibson, Mr C Hunter, Dr S McFadzean, Mr J Marshall, Mrs R McLauchlan (Minutes), Mr G Tobasnick

1. Attending & Convenor Business

a. Apologies for absence

Ms A Garrett, Mr S McFadzean, Ms C Neilan and Prof V O'Shea.

b. SC operation and reporting

DD welcomed comments and suggestions on the new format. Meetings will be held more frequently, i.e. every two months, with the aim of them lasting a max of 1.5hrs each time.

c. Safety Handbook Update

A draft document was circulated to the members before the meeting and the final draft should be completed by the end of this week.

Looking over the first draft, the following actions were noted as follows:

Item no.	Who	What	Date opened	Deadline /Status	Date closed
1c1	DD/ HoS	Sign off Statement of Remit.	13/11/19	Next mtg	
1c2	CN/ DD	Confirm whether two docs referred to in section 6 need removed or are still active and should be included.	13/11/19	Next mtg	
1c3	DD/ GT	Remove out-of-hours log book from Fire Prevention section; replace with instructions that every individual must instead swipe their card. Notify whole KB of new procedure.	13/11/19	Next mtg	
1c4	DD	Update list of First Aiders (FAs) in Emergency Plan section, include CH as FA for observatory.	13/11/19	Next mtg	
1c5	DD	Include ext. 4444 as KB emergency number and ext. 2222 as obs one on pg14.	13/11/19	Next mtg	
1c6	CC/ DD	Get current list of Fire Wardens (FWs) from AG, update list on pg17 accordingly, include CH on new list as FW for obs.	13/11/19	Next mtg	
1c7	DD	Add FA and FW lists, COSH and Hazardous Areas forms/info onto SharePoint.	13/11/19	Next mtg	
1c8	GT	Appoint central technical person (handyperson) to conduct PAT testing (every 6months for high risk, 2yrs for low) in areas not covered by research group technicians e.g. Uni teachers, theory groups etc. Consult AG and develop procedure.	13/11/19	Ongoing	

Item no.	Who	What	Date opened	Deadline /Status	Date closed
1c9	DD	Update Organisational SC chart to include new PAT testing person, JM as Lift & Equipment Coordinator (with Paul Agnew as Assistant).	13/11/19	Next mtg	
1c10	DD	Add CN's tel no. under SC member contact details.	13/11/19	Next mtg	
1c11	GG/ DD	On pg21, reword or remove "From time to time the Laser Safety Officer will perform other duties as appropriate".	13/11/19	Next mtg	
1c12	GT/ DD	Put FA boxes on every floor of teaching wing in KB and update pg18 to show this, add telescope dome as location for FA box at obs.	13/11/19	Next mtg	
1c13	GT/ DD/ CC	Logging incident reports: send SEPS online log system link to relevant staff and define procedure in safety handbook. Have fire panel printer switched on for logging fire incidents, turn off when conducting fire tests.	13/11/19	Next mtg	
1c14	DD	Ask Angela Eden and Tom Queen for list of all Mental Health First Aiders and add list to handbook.	13/11/19	Next mtg	

2. Minutes

The minutes from the meeting held on 1 May 2019 were accepted as an accurate record.

Item no.	Who	What	Date opened	Deadline / Status	Date closed
1c	CB	Send GT latest (2017?) copy of handbook. To be updated to include new building changes. – see 1c1-1c12	01/05/19	CLOSED	13/11/19
1c	CB	Speak to Fred Docherty about Imaging Concepts involvement – SC will instead act collegiately	01/05/19	CLOSED	13/11/19
3b1	DD	FW vacancies need filled and list needs updated – see 1c7	09/05/18	Ongoing	
3b2	CC/ GT	FWs to complete Fire Safety training. E-mail from FO to advise staff and PGR students where on Moodle to complete the training every two years. Give SEPS FW list.	04/10/17	Ongoing	
3c1	DD	Fire exit path from LT257.	13/11/19	Next mtg	
3c2	GT/ DD	Report on fire safety and whether any changes to e.g. routes will be required during KB essential works. Awaiting detailed programme from contractors. Info will be passed to FWs in due course. Arrange fire drill to test exits during refurb (e.g. during summer schools?).	04/10/17	Ongoing	
3d1	CB/ GT	Ask Billy Russell and David Redpath (E&B) to escalate replacement of faulty light system as urgent.	01/05/19	CLOSED	13/11/19
3d2	CC	Send CB copy of up to date fire alarm log to see if there are recurring causes.	01/05/19	CLOSED	13/11/19
3d3	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	TBC	

Item no.	Who	What	Date opened	Deadline / Status	Date closed
3d4	CC	Consult FSO about service schedule for shutdown of IGR JIFF lab, detector loop and heads and void access. Get written confirmation from Ken Strain.	01/05/19	Next mtg	
3d5	CC	Check refuge points during a routine fire test.	01/05/19	Ongoing	
3d6, 9c1	GT	Tell cleaning staff to not leave equipment at refuge points.	01/05/19	Ongoing	
	CN	Ask Tony Clarkson to organise removal of NPE lab refit equipment.	01/05/19	TBC	
4b	GG	Ask Jim Gray if laser training could do with being improved.	01/05/19	TBC	
4c	GG	Write small report on interlocking system and restricting access to research hub equipment (use Salto cards?) and emphasise non-violation of safety procedures. Invite affected research groups to respond, circulate info round SC, share good practise.	13/11/19	Next mtg	
4f	CN	Forward info from RPS on training sessions (twice a year) to relevant staff, include in School inductions for new staff and PGR.	01/05/19	Ongoing	
4g1	CN	Talk to Fred Docherty about adding rm108 and SMcF about adding rm113 to list of sources.	01/05/19	TBC	
5a	GT/ SMcF/ DD	Send email explaining chemical disposal process to RGLs and add procedure to handbook. Have designated person in each group complete SEPA forms from now on. Ask HoS if School is happy to continue paying for disposal or whether this should come from research funds.	01/05/19	Ongoing	
5b1	GT/ DD	Ask AG to add regulator details (dates of replacements etc.) to gas cylinder log.	09/05/18	Ongoing	
5b2	GT	Invite Phil Roger (SEPS) to provide risk assessment on storage of cylinders.	01/05/19	CLOSED	13/11/19
5c	GT	Email relevant people about SEPS training sessions.	01/05/19	TBC	
5c1	DD	Collate Hazardous Area Survey forms and send reminder to people who haven't replied, send forms to SEPS. – see 1c7	01/05/19	CLOSED	13/11/19
5c2	DD	Capture forms electronically then use data for summary of lab spaces.	01/05/19	CLOSED	13/11/19
5e1, 9c2	GT	Ask E&B 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. Have a separate digital safe for the nuclear source rooms, so that no key to such rooms is obtained by mistake when accessing a global safe.	09/05/18	Ongoing	
6b	JM	Highlight to all workshop staff that manual handling course must be done before gas safety course.	13/11/19	Next mtg	
6d	JM	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.	13/11/19	Ongoing	
7c	CC/ GT	Ask HoS about getting emergency procedure cards placed in lecture theatres. – CRB may add new material	01/05/19	CLOSED	13/11/19

Item no.	Who	What	Date opened	Deadline / Status	Date closed
8d1	GT	Amended risk assessment template (for summary of lab spaces) sent to RGLs and teaching staff.	04/10/17	TBC	
8d2	GT/ SMcF	Review COSHH documentation and chemical logs.	04/10/17	Ongoing	
9c	GT/ CH	Observatory heating - raise as urgent safety issue, provide safety report at next SMT meeting. Count heaters at Acre Rd observatory. Request electrical loading check. Look at using air-source heat pump as alternative system.	01/05/19	Next mtg	
10d	GT	Consult RGLS and schedule shutdown in order to check that all disabled toilet alarms are working.	01/05/19	TBC	
10d1	DD	Parking in KB pend.	13/11/18	Ongoing	
10d2	DD	Loading bay parking.	13/11/18	Ongoing	
10d3	DD	Miller Building entrance lighting.	13/11/18	Ongoing	

AOB

GT mentioned the recent email he sent out to all KB staff regarding the use of any drones on University property.

GT informed everyone that a P&A Superintendent is due to be appointed early next year so next SC meeting could be GT's last one.

End of Meeting

The date of the next meeting will be confirmed in due course.