

17th Meeting of the School Safety Committee

Wednesday 7th October 2020, 11:00-13:00
Online via Zoom

MINUTES

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

1. Attending & Convenor Business

a. Apologies for absence

Mr C Craig could not attend this meeting.

Ms A Garrett has entered retirement and will therefore no longer be a member of this committee.

b. COVID matters

DD confirmed that the SC will meet in full on a monthly basis but have shorter meetings (1/2hr) either weekly or fortnightly, depending on circumstances. All will be invited to the shorter meetings but it is understandable if anyone can't make it. Officers (Safety, Radiation, Fire, Laser, Chemical) will all be asked to attend, if possible.

Each meeting (including 1/2hr ones) will produce a short summary which will be sent to HoS.

2. Minutes

Given time limits on this committee meeting, it was agreed that the previous minutes and actions will be taken as read, with the latter continued to next meeting.

3. COVID Business

Item no.	Who	What	Date opened	Deadline/ Status	Date closed
3a1	RM	Put links to Protect Scotland and Safe Zone apps on School Safety webpage.	07/10/20		
3a2	GT CB	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.	07/10/20		
3b1	CB	ECS will audit COVID compliance in KB; labs should have occupancies declared on doors (not clear that an explicit instruction to do so was issued). Research labs to be checked for this.	07/10/20		

Item no.	Who	What	Date opened	Deadline/ Status	Date closed
3c1	JM DD	Order small number of face mask exemption lanyards (sunflower pattern) from UoG shop. 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		
3d1	CB GT JM	Confirm which UoG outlets/areas are available/open for those working on campus to eat lunch at.	07/10/20		
3e1	DD CN	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. Print floorplans and signs, ask janitors box to put them up on staircase and corridors.	07/10/20		
3e2	JM DD	Common Room is not available for private study but rm320 (computer cluster) has been offered to students for internet access (Risk Assessments done, cleaning station installed, on ECS list). Verify with ECS that rm320 is on cleaning roster. Ask LS to move LT257 bookings to LT222, in order to further minimise movement of students around KB.	07/10/20		
3e3	DD JM	With no automated tracking system such as SALTO and no fire register, it was agreed that 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. Run practicality of log sheet by janitors and Bedellus, ask janitors to administer/file them and ensure "sign-in books" are no longer used.	07/10/20		
3f1	DD VOS	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. Look at CERN lab restrictions for guidance and a comparison of how they handle this.	07/10/20		
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.	07/10/20		

Item no.	Who	What	Date opened	Deadline/ Status	Date closed
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		

Please note: the table below shows outstanding items from previous SC meetings. New actions (date 07/10/20) from this meeting (concerning incident reports and AOCB) have been incorporated into this.

Item no.	Who	What	Date opened	Deadline/ Status	Date closed
4a1	DD	Faulty lights in the basement set off the smoke alarm system. The fire brigade recommends that they all be replaced. E&B 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 in 2020.	04/10/17	Ongoing	
4b3	DD	New Deputy Fire Officer required; raise with HoS.	07/10/20		
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	Next mtg	
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	Next mtg	
4d6, 10c1	DD GT	Speak to Dave Ireland about removal of NPE lab refit equipment on level 4. Ask Iain Telfer to mark out area surrounding each refuge point with hazard tape in order to prevent equipment being left in those spaces.	01/05/19 24/01/20	Ongoing Next mtg	

Item no.	Who	What	Date opened	Deadline/ Status	Date closed
5a1	DD	"Near miss" incident reported on 18/08/20 (transient vision impairment from leaked pulsed-laser system in Optics group). Experiment and equipment were moved to new lab with better shielding. This has triggered review of lab occupancy. Raise GG issues (increased activity/projects, more personal training requirements) with HoS.	07/10/20		
5b1 & 5c	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	Next mtg	
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	
5c	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	Next mtg	
6b1	GT	Email relevant people about SEPS training sessions.	01/05/19	Ongoing	
6c	GT DD	Ask AG to add regulator details (dates of replacements etc.) to gas cylinder log.	09/05/18	Ongoing	
6d	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.	24/01/20	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 (E&B) to find out if this was captured in fire survey for KB Essential Works 	13/11/19	Ongoing	
7d2	GT	Purchase blinds for workshops affected by sunlight.	24/01/20	Ongoing	
8c	TQ	Share completed P2 lab documentation (risk assessments, equipment records etc.) with DD.	24/01/20	Ongoing	
8d	SMcF	Repair broken hose connection/valve on liquid nitrogen tanks outside. Meanwhile, get temporary supplies from Chemistry.	24/01/20	Next mtg	
9c1	GT SMcF	Amended risk assessment template (for summary of lab spaces) sent to RGLs and teaching staff.	04/10/17	Next mtg	

Item no.	Who	What	Date opened	Deadline/ Status	Date closed
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	Next mtg	
10a1	GT	PPE lab water ingress on power supply.	24/01/20	Ongoing	
10a2	GT	Smell in PPE lab, rm479 and rm340.	24/01/20	Ongoing	
10c2	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 (they have been informed). 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	
11a	DD	Janitors to update numbering in goods lift and signage around LT257 area.	24/01/20	Ongoing	
11d1	GT	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	GT	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	Monitor E&Cs vehicle parking in Crane Hall Area.	24/01/20	Ongoing	
12a1	VOS JM GT	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.	07/10/20		
12a2	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		
12d1	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		
12d2	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		
12d3	JM	Investigate potential candidates for SC mechanical workshops representative.	07/10/20		

12. AOCB

CN informed everyone that the label used on incoming radioactive samples has been updated to show drop/change in half-life so that the total allowance entering the building can be more accurately measured. CN also said that RPS training has been suspended due to a staff member being on furlough.

CH reported that fire system updates and emergency lighting checks have been completed and Acre Road heating is now working properly.

It was confirmed that JM is the new School Safety Officer.

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.