

School Safety Committee 26th Meeting

In Person Meeting Thursday 18th May 2023

Room 255 (Reading Room) Kelvin Building 11.30am -13.00pm

Minutes

Note that every aspect applies to the Kelvin Building and the Observatories at Acre Road and Cochno (abbreviate the 3 sites to KBO).

Attendees:

Paul Agnew (*Workshops*), Colin Craig (*Area Fire Officer*), Declan Diver (*Convenor and theory groups, Prof & Admin Support*), Sam McFadzean (*Depute SC Convenor, Chemical Safety Advisor, MCMP*), John Marshall (*Safety Officer*), Claire Neilan (*Radiation Protection Officer*), Tom Queen (*Teaching Technical Support*), Stephen Webster (*IGR*), Danny Mathieson (*Duty Manager/Operations*), Mi Mi Sham (*Facilities Co-ordinator*), Jonny Taylor (*Laser Safety Officer & Optics*), Carmel O'Brien (*Minutes*)

Agenda

1. Attending & Convenor business
 - a. Apologies for absence
 - b. Update on safety documentation
 - c. Programme of lab visits
 - d. Fire Risk Assessment Review
 - e. Fixing future Committee Meeting dates
2. Minutes of the previous meeting
 - a. Review of actions (see table of outstanding actions)
 - b. Matters arising not covered below
3. Fire Safety Report (KBO)
4. Radiation safety Report (KBO)
5. Safety Officer Report (items not covered elsewhere)
6. Workshops (KBO)
7. Teaching (KBO)
8. First Aid (KBO)
9. Research Laboratories (KBO)
10. Other operational support activity (KBO)
11. AOCB
12. Date of next meeting.

Please structure any reporting on the categories below.

Categorisation of items	
Fire Safety, Workshops, Teaching, First Aid, Research Laboratories, Radiation safety (Nuclear and Laser) <ol style="list-style-type: none">a. Incidentsb. Training & personnelc. Drills & operational practiced. Infrastructure & equipment	Other operational support <ol style="list-style-type: none">a. Janitorial activityb. Secretarial activityc. Out-of-hours access, security camerasd. General: heavy lifting, storage, building fabric, corridors etc
Safety Officer (items not covered elsewhere) <ol style="list-style-type: none">a. Chemical storageb. Gas storagec. Hazardous areasd. General traininge. General security on-site	Key to items: Infrastructure – fixtures and fittings, such as electrical wiring, telephones, lighting, signage, alarms, cameras, building structures etc. Equipment – machinery/devices, both fixed and portable, used in conduct of business Practice – activities of staff and/or students in their working environment Personnel – those explicitly identified as offering particular skills, and who need to complete refresher training course.

NB: Action or ongoing items still outstanding after 2 meetings have status recorded in red.

<https://gla.sharepoint.com/sites/physics-committees/safety/SitePages/Home.aspx>

1 Attending & Convenor Business

a. Apologies for absence

Colin Hunter (*Observatory*), Fred Doherty (*PPE*), Tony Clarkson (*NHP*), Ash Lyons (*ARC*)

Item No	Who	What	Date Opened	Status
1b	DD ALL	All risk assessments to be uploaded to one place in case of spot audits. Create directory for 2023 for new files. SEPS looking for a record of evolution of safety documentation.	02/02/22	Action
1c	DD	Lab visits by safety team John, Declan & relevant sector person will visit individual labs. Timetable to be set up for visits in March by end of next week 10/02/2023.		
1d	ALL	Communicate problem times to Declan for visits by 10/02/23.		
	DD	KBEW will proceed this year, aiming to start end of Q2/start of Q3.		
	ALL	Check with groups what programmed works are planned for this calendar year that might be problematic in respect of needing access to various sites. Only one works controller for the building during KBEW.		
2a2	ALL	<i>Review the content and format of existing suite of risk assessments....</i> Urgent task: a full central register of RA for each activity (R&T) needs to be overhauled immediately. Consistency via SC scrutiny (could be sub-group). Sector representatives must upload new documents to SharePoint site as soon as possible, as pragmatic implementation strategy. QA achieved by SC examination of new files	11/5/22	Ongoing
	ALL	Check if full comprehensive suite of risk assessments & hazardous area surveys has been uploaded for individual groups. Ash Lyons has uploaded them. Have 3 optics groups done it? (Extreme light-Done, Imaging Concept? Optics?).	18/05/23	Action
	SMCF	Is there a procedure available for a target time for examination of new risk assessments? One was placed and SMCF has heard nothing back from any SC member.		
	D.D	Will compile and circulate a rota for reading through risk assessments and hazardous area surveys.		
	ALL	To be completed by Friday 16 th June.		
	DD	Next visit, Experimental Particle Physics. Notification will be given 1 week before visit. Full set of documents should be available to inspect on SharePoint.		
2a3	ALL	i. Sector representatives to start immediately routine local inspections to check on good practice. Convenor & SO will begin rolling programme of lab visits, aiming to visit every lab on 18 month repeat timescale.		Standing
	ALL	ii. Lab visits to individual locations by safety team (John & Declan & relevant sector person) will begin in March. Communicate problem times (e.g. experimental runs that can't be interrupted by visits) to Declan for visits by 10/02/23 to avoid disruption.	02/02/23	Action
2a4	JM/ DD	PAT: note that a contract for building-wide (labs, offices) portable appliance testing is currently being pursued. Meanwhile please urge all staff to check their offices to ensure safe practice; suggestions for good practice are attached.	02/02/23	Ongoing
2a5	DAD	i. General safety information to be conveyed by moodle course, available on demand, with mandatory participation recorded. Relevant to all staff, including new members.	18/8/22	Ongoing
	ALL	ii. Specialist safety induction for each lab is responsibility of lab guardian/sector leader; records of attendance must be kept by that sector.		

	DD	Reminder that research groups are required to maintain records of new people who have come in and have undergone their induction training in safety for that lab. Documented record of attendance for a safety induction course specific for that room is required.	18/05/23	
	SMcF	Has uploaded induction course on SharePoint. IGR has induction records.		
	TQ	By September, there should be a unified thing for demonstrators where everything has been done, including health & safety will be recorded. Specifically for Physics 1, 2 & 3 at the moment.		
2a6	CC	i. FWs to complete Fire Safety training. Check who needs the training and ask Senior Fire Officer about courses. Send School memo to ask those visiting KB to ensure they have fire safety training (<i>online course acceptable</i>) beforehand. –		Ongoing
	JM	ii. JM to find out frequency of training and send round reminder		Standing
	ALL	iii. <i>Sector reps to remind all sector members that this training is mandatory.</i> Fundamental Fire Safety Training course must be done every 3 years. SC members to complete it and to communicate to research group, sector group, post docs and students to complete training course. Aim to hit 75% completion within next couple of months.		Action
2a7	DAD	i. Circulate generic default cleaners' notice	11/5/22	Ongoing
	ALL	ii. Each lab area to place cleaners' notice in obvious place, tailored to reflect local requirements (if different from default)		
	JM	iv. Inform cleaning supervisor that such information will be available in each lab.		
3a2	DAD JM	To check if voids where old phone system had been have been fire stopped.	02/02/23	Action
4d3	CC/ JM	Test radios and order new ones as necessary.	11/05/22	Ongoing
	DD/ CC	Radios to be tested after 4pm today. To buy new radios as of 18/05/22. Current ones not suitable.	02/02/23 18/05/23	Completed Action
4d4	SW	Schedule for Jif Lab and Detector Loops to be confirmed: Jif Lab works will begin in early April going on until August. There has been discussion about co-ordinating this with the fire upgrade works and ongoing programme of KBEW, given that there will be only one works director for everything.	02/02/23	Ongoing
	DD			
	JM	Area outside concertina doors likely to be staging area for the Jif work and will be marked out; coordination with KBEW to be confirmed		
4d6, 10c1	DAD	Arrange for area surrounding each refuge point to be clearly marked to ensure free of obstacles.	24/01/20	Complete
	TQ	Marked out areas with tape.	18/05/23	
6d1	JM	Email relevant people about SEPS training sessions.	01/05/19	Standing
7a1	TQ JM	i. Water supplies to all the teaching labs: Can water be analysed to check for contamination?	02/02/23	Ongoing
		ii. Can we make a purchase of purified water in bottles for first aid kits in the labs affected? (Levels 2,3&4)		
	Mi Mi	iii. A water sample has been taken from the appropriate affected labs. Waiting on results.	18/05/23	
7a2	TQ JM	Water ingress in teaching labs still a problem. Multiple requests have been made to estates, but further pressure needed.	02/02/23	Ongoing
8b	ALL	Minimal number of first aiders in KB at the moment, but more headroom than at present would be good. Anyone interested in first aider training refer them to John Marshall	02/02/23	Ongoing
8c1	DAD	i. Update safety handbook with details of mental health first aid.	18/8/22	Ongoing
	DAD		02/02/23	Completed

10a1	FD	Prepare strategic case for R116 (completed) & R341 (<i>ongoing at the time of the meeting</i>), detailing implications for research if rooms are out of use, either because under repair or because they are unusable.	24/01/20 02./02/23	Complete Ongoing
10d1	JM	i. Power supplies to affected disabled toilets to be connected. ii. The length of the pull cords needs to be investigated.	02/02/23	Action
10d2	FD DAD	Press Estates for N2 system details.	17/03/21	Ongoing
11d1	JM ALL	i. External gas storage area is overcrowded: too many cylinders making access problematic. Some cylinders are not secured. There is a large Nitrogen tank that seems to be unused. Unused tanks & cylinders to be removed without delay. Large nitrogen dewar must be removed. John Marsall to contact SEPS and owners ii. Number of disused nitroxide capsules & cigarette butts at the steps opposite Bower building. Security have been alerted to anti-social behaviour in that region, as have facilities co-ordinators. Continue to check for anti-social behaviour signs	02/02/23	Action
11d3	JM	Confirmation required of service to concertina doors; Important aspect of the JIF room refurb – access needed here.	02/02/23	Ongoing
11d4	TQ JM	Check on status of servicing of teaching laboratory partitions	02/02/23	Action

11. AOCB

- I. DAD - Will raise PEEP preparation with SEPS and report the findings at the next meeting
 - a. Going to put the PEEP construction as an item in the safety handbook. This policy has been agreed with SEPS, Disability Services and the Disability Champion. It is the responsibility of everyone to ensure that they have a PEEP.
 - b. John Marshall will be the first point of contact. Thereafter he will be able to direct to the relevant class head, if required.
 - c. Keep links in as the first point of contact for the non-standard PEEPs. Anything specific to the Kelvin Building not covered by the generic PEEP, will be constructed by the appropriate people.
 - d. SEPS will have an overview of where a student is allocated, and which building. SEPS will have list for each building of who the relevant contact is. Someone who will help them tailor it to an individual.
 - e. It will go through the appropriate channel on the PEEPs link first. They will then contact John Marshall.
- II. SMcF – Will be replaced by David Boldrin
- III. TQ – Too many students in Physics 3. Radiation lab needs to be moved. Need a safety statement of what is required.

12. Date of next meeting - Thursday 7th September 2023