

School Safety Committee 29th Meeting

In Person Meeting Friday 19th January 2024

Room 506 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*), David Boldrin (*MCMP*), Colin Craig (*Area Fire Officer*), Declan Diver (*Convenor and Theory Groups, Prof & Admin Support*), Fred Doherty (*PPE*), Colin Hunter (*Observatory*), John Marshall (*Safety Officer*), Claire Neilan (*Radiation Protection Officer*), Carmel O'Brien (*Minutes*), Tom Queen (*Teaching Technical Support*), Stephen Webster (*IGR*).

Agenda

1. Attending & Convenor business
 - a. Apologies for absence
 - b. Programme of lab visits
 - c. Update on KBEW
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

Jonny Taylor (*Laser Safety Officer & Optics*), Ash Lyons (ARC)

2. Minutes

The minutes from the meeting held on 2nd November 2023 were accepted as an accurate record.

Item No	Who	What	Date Opened	Status
1b1	DD	All safety documentation needs to be updated.	02/02/22	Ongoing
1b2	DD JM	John and Declan will negotiate with Cyril Pacot and CoSE IT on how to make the transition to the automated system.	02/11/23	Ongoing
1b3	DD DD	Lab visits have taken place for the Teaching Labs. ARC and PPE. Next lab visits will be NHP & MCMP, to be scheduled before the next SC meeting in March.	02/11/23 19/01/24	Complete Action
1c	DD ALL DD TQ DD JM DD	<ul style="list-style-type: none"> i. KBEW are now in progress. ii. 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. iii. Are there any safety issues associated with the conduct of the essential works that impinge on activities? iv. Issue at the start of term with machinery left in corridor next to TQ's office, which did not allow enough room for a wheelchair user to get past. This has been resolved. The leak in lab 423 has been fixed. v. Contact Andy Maxwell about any works going on that might impinge on safety. vi. Near miss reported on 10th Jan 2024 through Taylor & Fraser's near miss QR code. Anything untoward in the area where Taylor & Fraser are working, should be reported through their near miss QR code. vii. FD to ensure all relevant people are paying attention to information that is being exchanged on the Safety Committee, the Moodle site, and on the general notices that come out from Head of School. Initiatives need to come from research groups. 	02/11/23 19/01/24	Ongoing Complete
2a3	ALL DD	<ul style="list-style-type: none"> i. Sector representatives to start routine local inspections to check on good practice. Convenor & SO will begin rolling programme of lab visits, aiming to visit every lab on an 18 month repeat timescale. ii. All safety committee members should act to ensure good practice is happening in the areas people are responsible for. iii. If anyone comes across something that breaches good practice and safety in corridors or communal areas, they are empowered to take action to sort it. This does not need to be referred to the Head of School, Declan, or John, unless clarity is required. iv. Suggestion for QR code links to be put up in areas around the building, making it easier to report unattended risks. 	19/01/24	Standing Action
2a4	JM/ DD JM JM DD	<ul style="list-style-type: none"> i. PAT: All staff are urged to check their offices to ensure safety practice as per the Safety Handbook. ii. Request to be made through Estates to get a quote from an outside company for testing the whole School. iii. CBRE are now taking over PAT testing for the whole School. iv. Office spaces to make a blanket record of 8 items, for example, lamps, PC, printer, power supplies, and chargers. Laboratories to record items of small portable equipment that are used frequently enough to require PAT testing. 	02/11/23 19/01/23	Standing Complete Action

2a5	ALL	Specialist safety inductions for each lab is the responsibility of the lab guardian/sector leader; records of attendance must be kept by that sector. These can take any form but must be producible on demand.		Standing
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 (online course acceptable) beforehand. For research groups any short-term visitors who have been allocated an office space should complete fire training.		Standing
	JM	ii. To find out frequency of training and send round reminders.		Complete
	ALL	iii. Sector reps to remind all sector members that this training is mandatory. A Fundamental Fire Safety Training course must be completed every 3 years. SC members to complete it and communicate to research group, sector group, post docs and students to complete the training course.		Complete
	CC	iv. Check which fire wardens have not completed the Safety Training, and let Declan know.	02/11/23	Action
		v. FWs reporting courses are full. CC will send another email.	19/01/24	
3a2	DAD	Check if voids where the old phone system was have been fire stopped.	02/02/23	Action
	JM DD	Will speak about it to Andy Maxwell.	19/01/24	
4d4	SW	JIFF lab refurb will start in December 2023. The area outside the concertina doors is likely to be the staging area for JIFF works and will be marked out. Coordination with KBEW to be confirmed. The area outside the concertina doors is also doubling up as a loading area for the cupboards that are being built in stair B.	02/02/23	Ongoing
4d5	CN	People not returning radiation badges. CN will send an email, reminding people to return badges in a timely fashion. Look at setting up a procedure to ensure the return of badges.	19/01/24	Ongoing
7a2	TQ	i. Water ingress in teaching labs and PPE still requires some monitoring.	02/02/23	Ongoing
	JM DD	ii. Heads of Research groups affected by this issue, should make a case separately and collectively to the Head of College and Head of Estates (cc'ing Head of School), showing that there is reputational and scientific damage being done because of the water ingress.	02/11/23	Complete
	JM	iii. Andrew Bell has done a survey on flat roofs in KB last month. This is ongoing.	02/11/23	Complete
	TQ	iv. Submitted a job line to CBRE over a month ago to get a leak sorted in the main teaching lab in the Observatory that is causing mould to grow on the walls. A second job line will be submitted to CBRE to remove the mould.	02/11/23	Complete
7a3	TQ	i. There are still ongoing issues with information about disabled students not being passed on to technical staff in a timely manner. Students are still experiencing distress in the labs.	02/11/23	Ongoing
	DD	ii. There is sufficient interest in this matter at senior level. An entry has been made in the Periodic Subject Review, suggesting an appointment for a full-time disability officer, with the hope that a more formal arrangement can be made.	19/01/24	
		iii. The action on the SC is to ensure class heads are aware that they should be advertising disability services to all new students and existing students. The Safety Handbook for 2024 will be updated to reflect this.		
		iv. Another action for consideration is how to make it easier for people to find out what disability services are available. QR codes in appropriate teaching labs may be a way to do this.		

	DD	v.	Ask Siong to add TQ to the distribution list of people being informed.		Complete	
	DD	vi.	To arrange a meeting with Siong Heng (Disability Co-Ordinator), Tom Queen, Morag Casey, Stephen McVitie, and Claire Neilan. The purpose, to discuss how to partition responsibilities and anticipate what actions may be required, to make the experience for those people affected as stress free as possible.		Complete	
7d1	TQ	Quality of tap water in lab - Rob got back with a test confirming there was no E. coli or several other chemicals in it. The requested test for copper was not done. David McLean is going to get another test done for this.			19/01/24	Complete
		Test results of resampled water found elevated copper levels, and the advice is that whilst this isn't a risk to health, it might be best to maintain bottled water for washing cuts etc.			31/01/24	
7d2	TQ JM	Temperature in lab 223 - It is just under 12 degrees, which is not lab temperature. Looking at buying in portable oil filled heaters for labs because radiators are not providing enough heat. JM will assess what is required for the space and submit a request to Estates.			19/01/24	Ongoing
8b	ALL	i.	Minimal number of first aiders in KB currently, more headroom than at present would be good. If anyone is interested in first aid training, refer them to John Marshall.	02/02/23	Ongoing	
	JM	ii.	There has been no interest in training to date.	02/11/23		
	CP	iii.	There is movement away from nominated first aiders. First contact is through the SafeZone App.	02/11/23		
	DD All	iv.	Everyone to check all safety boxes and first aid kits in their offices and laboratories. An application should be made to JM to replace any items that are within a year of expiring.	19/01/24	Action	
		v.	Everyone is responsible for keeping safety notices in their own areas updated.			
9d1	JM DB FD	Fume Cupboards - LSS taking over from AES. Tests failing because they do not have a flow reader. Estates might have to cover the cost of this. Everyone to check if they have a fume cupboard that may run the risk of failing the test because it does not have a visual display. Cupboards in R162 & R165 passed because they have a flow readout, the one in R206 failed. MCMP and PPE to check and let JM know.			19/01/24	Ongoing
10d1	JM	Power supplies to affected disabled toilets to be connected. Level 2 requires reinvestigation.			02/02/23 07/09/23	Ongoing
	DD	A general refurbishment of toilets will be done in the Kelvin building separately and some under KBEW.			02/11/23	
	JM	This has been postponed for the moment.			19/01/24	
10d2	FD	There is a problem for some people with the toilet cubicle doors in the Kelvin Building. Could the doors be designed to open outwards rather than inwards?			19/01/24	Action
	DD	This has not been raised with Andy Maxwell, as work on Level 1 toilets has been paused because of waste plumbing for the toilets, and a collapsed drain stack.				
11d1	JM	i.	External gas storage area is overcrowded: too many cylinders making access problematic. Some cylinders are not secured, and there is a large Nitrogen tank that seems to be unused. All tanks & cylinders not in use should be removed immediately. John Marshall to contact SEPS and owners.	02/02/23	Ongoing	
	JM	ii.	There is activity going on around this currently. Waiting on confirmation.	07/09/23		
	JM	iii.	There are still random cylinders in the gas storage area.	02/11/23		
	DD	iv.	This area needs to be monitored to ensure there are no abandoned materials lying around.	02/12/23		

	JM	v. The area has been tidied up. A rusted gas bottle has been removed by a specialist uplift. Large cylinders have been secured, and others taken away. A few small cylinders will be kept for occasional use.	19/01/24	
11d4	TQ TQ	Check on status of servicing the teaching laboratory partitions. Teaching laboratory partitions have not been serviced. A job line will be submitted to Estates. Completed on the 18 th December 2023.	02/02/23 02/11/23	Complete

11. AOCB

12. Date of next meeting – Thursday 7th March 2024