

**School of GeoSciences  
Health & Safety Committee  
Minutes of Meeting held on 7<sup>th</sup> March 2011**

---

**Present:**

(DC) Dick Kroon (Chair)  
 (MJS) Martin Siegert (HoS)  
 (HP) Helen Pearson (H&S Manager for School)  
 (GW) Gordon Waugh (Facilities Manager)  
 (SG) Stuart Gilfinnan (Research Staff)  
 (AN) Anthony Newton (Drummond) - deputising for Frank Mayle who is on Sabbatical  
 (SR) Sophie Rickebusch (CECS)

**1 Apologies**

Mathew Williams (Crew), Mike Summerfield (Teaching Organisation), Peter Nienow (Graduate Organisation)

**2 Minutes of last meeting**

The previous minutes of January 2011 were agreed.

**3 Review of actions from last meeting**

**3.1 Actions completed since last meeting**

Date	Minute	Action	Action by	Deadline	Status
20/3/09	4	Policy update Section 12.2	Changed to HP	End April	Ongoing
7/3/11	5.1	Consider annual newsletter.	HP	Mar 11	Agreed would be sent in September
7/3/11	11	Send School wide email.	HP	Mar 11	Complete
7/3/11	12	GW to feed back to E&B.	GW	Mar 11	Complete
7/3/11	13	Send HP details of his phones.	PW	Mar 11	Complete
7/3/11	13	Look at possible funding options.	DK	Mar 11	Complete

**3.2 Actions still outstanding since last meeting**

DK reviewed the actions from the previous meeting;

Date	Minute	Action	Action by	Deadline	Status
2/3/10	9	Create inventory of High risk equipment	HP/MW/FM	Jun 10	Outstanding
13/09/11	9	Look into funding & apply if possible. Order 3 defibrillators as finances permit	HP	Dec 10	Outstanding
7/3/11	5.1	Add part into staff handbook re fire alarms and evacuations.	MS	Sept 11	Outstanding
7/3/11	10	Speak to Biochar team directly.	MW	Mar 11	Outstanding
7/3/11	13	Compare models and look at coverage.	HP	Mar 11	Outstanding

**School of GeoSciences  
Health & Safety Committee  
Minutes of Meeting held on 7<sup>th</sup> March 2011**

---

#### **4 Accident statistics / Accident reporting**

<b>Location</b>	<b>Date</b>	<b>Person</b>	<b>Report</b>
Crew Container	11/02/2011	Staff	Used trolley to move heavy battery unit from labs to container outside. Managed to use trolley to put unit inside container. Once inside container "walked" unit to its storage position. Finger became trapped between inside of container wall & the unit. Resulted in a broken finger.
Crew	02/03/2011	Staff	Office window was jammed, was trying to lift open forcefully, stumbled backwards, twisted wrist in process and sprained. Received advice from NHS24 and treated with ice, compression and support bandage.

#### **5 Results of Fire Audit in Drummond Street**

The overall report was good and the department was praised for its general housekeeping and fire alarm testing regime.

However, there were a few issues that were raised, students observed sleeping in the MSc room and self closing doors propped open. The main areas were IT rooms and photocopier rooms. There is a conflict here in that if the photocopiers are shut in they will overheat and any ozone generated will build up.

**Action: HP to raise with Director of Safety at meeting next week.**

#### **6 Satellite Phones – update**

HP had received model information from PN and Jenny Tait. However, DK had asked about funding and the question had been raised why these were not coming from grant applications. MJS was at the meeting and he confirmed that this is where the money should come from to pay for this equipment for fieldwork.

**Action: HP to send email that this needs to come from Grants.**

#### **7 Replacement for Sophie on Committee**

SR is leaving us to move to Holland and so she will approach someone from the Drummond Annex to replace her. DK thanked SR for all her hard work and commitment to the committee and that she will be missed.

#### **8 AOB**

AN: Asked about how we manage disabled students and staff in an emergency. HP described that if we had any such individuals we would need to develop a PEEP for them (a personalised emergency evacuation procedure). We did this recently when a member of staff was on crutches.

SR: There has been an issue in the Drummond Annex as they do not have drinking water and need to rely on bottled water being delivered. However, the supply has been intermittent recently and they discovered that a few of the PhD students had been filling the kettle from the taps.

**Action: GW to approach E&B again re a mains supply.**

The side entrance to the Crew building is very dark after hours.

**Action: GW to approach E&B re improved lighting for this area.**

HP: A student raised concerns that during an emergency they would be unable to get out of the basement in Drummond Street after hours easily as the signs point to locked doors. The group were informed that in an emergency all door locks are released.

**Date of next meeting: 7<sup>th</sup> June 2011 2pm, DK's office.**