

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 13th September 2010**

Present:

(DC) Dick Kroon (Chair)
 (MJS) Martin Siegert (HoS)
 (HP) Helen Pearson (H&S Manager for School)
 (SR) Sophie Rickebusch (CECS)
 (SG) Stuart Gilfinnan (Research Staff)
 (SM) Sarah McAllister, deputising for Mike Summerfield (Teaching Organsination)
 (MW) Mathew Williams, Crew)

1 Apologies

Gordon Waugh, Rob Shore, Peter Nienow, Frank Mayle

2 Minutes of last meeting

The previous minutes of March 2010 and were agreed they were an accurate reflection.

3 Review of actions from last meeting

3.1 Actions completed since last meeting

Date	Minute	Action	Action by	Deadline	Status
2/3/10	2	Address outstanding actions from previous minutes	HP	Jun 10	Complete
2/3/10	10	Combine FA1 & overseas forms to reduce repetition	HP	Jun 10	Complete
2/3/10	12	Install sensor on back stairs of attic for lights	GW	Jun 10	Complete

3.2 Actions still outstanding since last meeting

DK reviewed the actions from the previous meeting;

Date	Minute	Action	Action by	Deadline	Status
20/3/09	4	Policy update Section 12.2	Changed to HP	End April	Still in progress as policy document is 75 pages of separate polices, not just one document.
2/3/10	2	Follow up on lab report actions	HP	Jun 10	Not complete. Will be done following next lab review.
2/3/10	5	MJS would like to know who had completed IOSH managing safely course.	HP	Jun 10	HP send email 9/3/10 but MJS still to respond with how he would like to proceed.
2/3/10	9	Create inventory of High risk equipment	HP/MW/FM	Jun 10	Outstanding

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4 Accident statistics / Accident reporting

Location	Date	Person	Report
Grant	03/09/2010	Staff	When removing drill chuck from Cincinnati Mill the individual lifted the Drawbar and dropped it to knock drill chuck out. The palm of his hand was trapped between the nut on the draw bar and shaft. First Aid was administered at the time.
Crew Annexe	08/09/2010	Staff	Setting up for public engagement with science showcase in the Crew Annexe. One of the larger items (~200kgs) they were setting up came loose from its trolley suddenly, causing on person's thumb to be caught between the item and the trolley itself - resulting in heavy bruising and a couple of reasonably deep cuts. The witness and the injured party then pushed the item to release the thumb. They used some "HSE dressing medium" and some tape from the First Aid kit located by the entrance to the Crew Annexe to dress the wound. The individual did not see a doctor, and do not anticipate that this will be necessary: the cuts are healing, the bruising going away, and the stiffness is easing.

5 Results of Fire Audits

5.1 Drummond Street

There seems to have been a bit of a mix up with this by the corporate fire team. They undertook a fire audit for old Surgeons Hall, which included the Drummond Annex. The report & letter were sent to HoS for ISSTI and did not name Geosciences. HP has asked to meet with fire officer to determine which actions if any, relate to Geosciences so that they can be acted upon.

5.2 New Biochar Lab

We need to ensure that the fire alarm is tested on a weekly basis. This had not happened at the time of the audit as the system had just been installed and we were awaiting instructions on how to test it. This is now being done by Graham Walker.

We should also ensure that there is a trained fire warden in the building.

6 New FA1 form review

HP had combined the FA1 form & overseas form to reduce the repetitiveness. The committee had reviewed it prior to the meeting and thought that it would save time. SG raised a concern that separate insurance may be needed for personal fieldwork for overseas and the form should reflect this if required.

Action: HP to contact Geraldine Halliday in Finance office to check

7 Fieldtrips and Safety

HP mentioned that she had been asked to go on fieldtrips on a rotational basis in order to review them from a safety point of view. There had been a few issues on the recent ones she had attended and in some cases it was the staff rather than the students that were the issue. HP asked that it be passed on that she would be attending field trips where possible but was there to help not to hinder and would help with the field course as best she could.

Action: All to pass the word that HP will be reviewing fieldtrips

8 Lab Audit Discussion

DK & HP had undertaken the lab audit 17th August and there was a visible improvement from the year before (this may have had something to do with the pre-warning they received). Labs were tidier and DK offered help from the facilities committee to address some of the housekeeping issues, new equipment and refurbishment that was needed. The Crew Labs are an area of concern as there doesn't seem to be a central point of responsibility. A discussion was had over the possibility of having a lab manager & MJS suggested raising this at the SPARC committee.

9 AOB

MJS gave HP permission to buy 3 defibrillators for the School. HP said that funding may be possible through British Hear Foundation.

Action: HP to look into funding & apply if possible. Order 3 defibrillators as finances permit

MW – asked if it was possible to have a supply of extra first items as detailed in the advanced first aid course. HP advised that supplies could only be obtained through Dr Simon Green who helped run the course and that we ran the risk of having expensive items expiring and not being used. There was a discussion that these sort of items were probably best obtained on a case by case basis.