School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 20th September 2011

Present:
(DC) Dick Kroon (Chair)
(HP) Helen Pearson (H&S Manager for School)
(GW) Graham Walker deputising for Gordon Waugh (Facilities Manager)
(SG) Stuart Gilfinnan (Research Staff)
(KH) Kate Heal (Crew)
Clare Peters (Biochar)

1 Apologies

(ST) Sandy Tudhope (HoS)
(MS) Mike Summerfield (Teaching Organisation)
(AS) Annie Silburn (Drummond Library)
(PN) Pete Nienow

2 Minutes of last meeting

The previous minutes of June 2011 were agreed.

3 Review of actions from last meeting

3.1 Actions completed since last meeting

Date	Minute	Action	Action by	Deadline	Status
7/3/11	10	Speak to Biochar team directly re pooling resources.	MW	Mar 11	Moved to Facilities Committee.
7/6/11	5	Why does the fire alarm go on for so long in Drummond Library	HP	Sept 11	Completed
7/6/11	6	Need more first aiders for Crew Building	HP	Sept 11	Completed
7/6/11	6	HP to contact Fire team re Fire Drills & Notification	HP	Sept 11	Completed
7/6/11	6	Crew Lab Fume cupboard keeps kicking out & not working properly.	GW	ASAP	Completed
7/6/11	6	Lab audit to be carried out	HP	Aug 11	Completed
7/6/11	6	Hp to speak to Maurizio re shotguns	HP	Aug 11	Completed

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 20/9/11	9	Create inventory of High risk equipment HP to write definition of what is needed.	HP/MW/FM	Jun 11	Outstanding
13/9/11	9	Look into funding & apply if possible. Order 3 defibrillators as finances permit	HP	Dec 10	Outstanding
7/3/11	10	Speak to Biochar team directly re pooling resources.	MW	Mar 11	Outstanding. KH to raise with MW
7/3/11	8	GW to approach E&B again re a mains supply for Dummond Library.	GW	Jun 11	Meeting happening 8/6/11
7/3/11	8	GW to approach E&B re improved lighting for this area (side of Crew Building)	GW	Jun 11	Will be completed next financial year.
7/3/11	5.1	Consider annual newsletter.	HP	Mar 11	Agreed would be sent in September
7/6/11	4	Is it possible to have emergency shower in labs?	GW	Sept 11	Outstanding

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4 Accident statistics / Accident reporting

Location	Date	Person	Report
Crew	01/08/2011	Visitor	A staff member was approached in the road outside building by members of a class of external Chinese students on a language course explaining their lecturer was sick and needed hospital. One student claimed to be a doctor from China and that an ambulance was required. On entering, the building the elderly lecturer was sitting and looked grey with profuse sweating and was possibly suffering from a cardiac attack. A telephone was not visible (although present in Room 5) and I therefore returned to the main building directly at lower ground floor level and requested a colleague to make an emergency 2222 call for an ambulance and returned to the casualty in case treatment was required. Security staff and an ambulance attended promptly, the casualty received an ECG on site and was allowed to remain at his request. Security staff stated that no report or paperwork was required.
Drummond	22/08/2011	Staff	A staff member poured slowly about 5litres of 10%NH3 down the back of the fume hood with lots of water. There was a knock on the lab door to say it was pouring out of the light fittings into the corridor below.
Fieldwork	31/08/2011	Student	Student slipped on wet grass/mud during visit to rock outcrop. Put out hand to steady himself, and cut his wrist on a sharp rock. Administered first aid to wound at scene, and advised student see doctor. Wound received a couple of stitches.
Fieldwork	03/09/2011	Student	Student was leaving the shower when she slipped on the tiled floor which had become wet with people leaving the shower and landed on the bench in the changing rooms and then hit the floor.
Fieldwork	07/09/2011	Student	During a field course, the student needed to climb over a barbed wire fence to access field site where measurements were being conducted. A wrong movement caused her to get injured over the barbed wire, causing her a long and rather deep cut in one of the legs.
Fieldwork	07/09/2011	Student	The electric fence was attached using a hooked plastic clip to a post. The farmer had opened the fence to show the group where to work and then closed it again behind him. When James and his group had finished working they hadn't realised it was an electric fence and James grabbed it with his hand to climb over. It was a minor shock.
Fieldwork	10/09/2011	Staff	Staff and students were walking though a cave with glacial melt water. We had been advised trainers or boots and as I needed boots next day for ice walk I chose trainers so boots would be dry. This was fine for the cave walk itself but on leaving the cave the ground was steep and gravelly and trainers did not provide enough grip. As I was wearing shorts my leg came off worst and also gravel in cuts in hand. I just used an antiseptic wipe to clean leg & hand.
Fieldwork	11/09/2011	Student	Student slipped on ice and cut finger

5 Review of Safety Documentation

There was a review of sections 7, 8, 9 of the School safety policy. Some minor amendments were suggested.

Action: HP to make amendments

CP also asked about practical fire warden training as this couldn't be done during the course as it was too wet.

Action: HP to organise

6 Review of FA1 form

There was a review of the amended FA1 form. It was agreed that the form was too long just for a conference or workshop.

Action: HP to make short, easier form for conferences and review current FA1 form.

7 Pets in the School

During the recent fire audit, the fire officer had noticed that several dogs were present under desks. At the time of the meeting HP was awaiting feedback form the H&S corporate team. However, subsequently it was stressed that University Policy is No Pets and GeoSciences should comply. HP spoke with pet owners and Tracey Dart, School Administrator, send out an email.

8 Results of lab audit 2011

The lab audit was completed and the report is available on the website.

9 Access path to the gas cage of the Crew Labs

Concerns have been raised about the state of the path to the gas cage at the back of the Crew Building. GW mentioned that the path will need to be redesigned.

Action; GW to follow up

10 Proposed Meeting Dates for 2012:

10.1 6th March, 5th June, 18th September, 4th December – 2pm in DK Office

11 AOB

CP: Phone needed for Biochar Plant in case of emergency.

Action: GW to investigate