

**School of GeoSciences  
Health & Safety Committee  
Minutes of Meeting held on 4<sup>th</sup> December 2012**

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**Present:**

(ST) Sandy Tudhope (HoS)  
(HP) Helen Pearson (H&S Manager for School)(Chair)  
(CP) Clare Peters (Biochar)  
(AS) Annie Silburn (Drummond Library)  
(AT) Andrew Tedstone (Grad School)  
(SG) Stuart Gilfillan (Research Staff)  
(KH) Kate Heal (Crew & Research Training and Development)  
(FM) Frank Mayle (Drummond Street)

## **1 Apologies**

(GW) Graham Walker deputising for Gordon Waugh (Facilities Manager)  
(WW) Wyn Williams (Teaching Organisation)

## **2 Minutes of last meeting**

The previous minutes of September 2012 were agreed and Helen explained that Dick Kroon had stepped down from the position of Chair of Facilities and that Sandy had asked her to chair this meeting. Helen explained that she was also taking the minutes, so just to bear with her if things were a little slower than normal.

## **3 Review of actions from last meeting**

### **3.1 Actions completed since last meeting**

<b>Date</b>	<b>Minute</b>	<b>Action</b>	<b>Action by</b>	<b>Deadline</b>	<b>Status</b>
7/6/11	4	Is it possible to have emergency shower in labs?	GW	Sept 11	Biochar shower now installed
6/3/12	17	Can old papers & items be moved from PhD rooms	HP / AT	Sept 12	Complete

### **3.2 Actions still outstanding since last meeting**

HP reviewed the actions from the previous meeting;

<b>Date</b>	<b>Minute</b>	<b>Action</b>	<b>Action by</b>	<b>Deadline</b>	<b>Status</b>
6/3/12	12	Create School Template / Certificate	HP	Jun 12	HP to ask Alastair for his template.

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#### 4 Accident statistics / Accident reporting

Location	Date	Person	Report
MSc Fieldtrip	26/10/12	MSc Student	Student fell off a fence she was trying to climb. Her knee was twisted because it was trapped between the fence rails as she fell. First aider encountered field party within a few minutes of accident occurring. Primary assessment of injury/ cause suggested ligament strain. Casualty evacuated within ten minutes by minibus called from field centre since very limited walking ability. Casualty advised to rest. Student and staff member had to wait 1 hour before being able to return to field centre, but instructed rest, elevation of leg and ice pack to be applied. On further assessment after returning he decided it was sensible to have it checked by the medical facilities in Pitlochry. Casualty driven to hospital in Pitlochry by car and assessed by emergency nurse. Pain killers prescribed to her, elastic bandage applied. Advised to continue ice treatment for 24hours. Hospital confirmed that damage was to lateral collateral ligament as suspected, but also that injury management followed was correct.
Geography	2/11/12	Staff	There was a serious incident where a member of staff caught her foot on the tread of the stairs on the way down and fell the remainder of the way. This resulted in serious bruising to the back and lower body,
Crew Annexe	23/11/12	MSc Student	Collision with another student in doorway to student coffee room resulted in (very) hot beverage being spilled
Geog Lecture Theatre	29/11/12	Undergraduate	First aider asked to attend to a student who had to come out of exam feeling faint, tired & dizzy. When seen in the coffee room she was quite distressed and feeling light headed and dizzy. The student had attended doctor earlier in week and was put on course of iron tablets. First aider advised student to sit quietly while first aider retrieved her things from exam room then she should go back to doctors and home. First aider walked student to medical centre at Bristo Square where a doctor saw her straight away and put her at ease. First aider saw her to her flat where she was going to take doctor's advice and rest. Told her to contact her DOS. No action was required by first aider in department.

#### 5 Review of Safety policy sections 21 & 22

This was reviewed by the Group. Some suggestions for amendments were made

**Action:** HP to make amendments

#### 6 AOB

CP: Asked about the changes to Chemical waste uplift. Helen explained that the process had changed back to its original format and that it was now being done again through the School of Chemistry. Clare queried the costs as it seemed almost double to last time, yet the waste was virtually the same.

**Action:** HP to query costs with Chemistry.

CP also raised the issue that the lab report had not been sent out yet.

**Action:** HP to rectify this

AT: One of the postgrads had emailed to say they had noticed someone in a white hoddie peaking inside the rear window at the ground floor entrance to Drummond Street, whilst they were entering the door code to their office. They did not confront the individual, but were concerned for their safety. They asked if it was possible to

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change the door code or if it could be set, as any currently, any combination of the numbers opened the door.

**Action:** AT to feed back security number to postgrads

**Action:** HP to install signs with security number on it around the buildings as a reminder.

Another issue raised had been that the microwave in the Grant was dirty and needed cleaning. Sandy informed the group that it was not the cleaner's job to clean the microwave and that it would need to be done by individuals. Helen also suggested that a cover could be used to cover dishes.

A further issue that was raised was that the undergraduates now have support officers and if something similar could be provided for the postgrads. Kate mentioned that the University is looking to implement a personal tutor system for PGR students in the academic year 2014/15. Kate also informed the group that Helena would be in Drummond Street for 1 day a week from January.

The issue was also raised that the back door catch of the Grant was not closing properly.

**Action:** HP to raise with GW

AS: Raised the issue that she would be on maternity leave at the next meeting and was looking for a replacement. Annie also mentioned that Eduardo would be a first aider.

FM: Raised the issue with escape from Drummond Street in the event of an emergency. Helen mentioned that she had spoken with Grahams and that sufficient space had been allowed to allow evacuation.

## **7 Next Meeting:**

**Next Meeting: 5th March**