

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 3rd December 2013
Room 339, Grant Institute, King's Buildings**

Present:

(RC) Richard Chalkley (H&S Manager for School) (Chair)
 (ST) Sandy Tudhope (HoS)
 (GW) Graham Walker deputising for Gordon Waugh (Facilities Manager)
 (AN) Anthony Newton (Drummond Street)
 (NR) Nick Roberts (Postgraduate Organisation)
 (NDJ) Nimi Dan-Jumbo (Drummond Street Library)
 (KE) Katriona Edlmann (Deputising for Yann Salmon – Research Staff)

1 Apologies

(YN) Yann Salmon (Research Staff)
 (GW) Gordon Waugh (Scientific, Technical and Physical Resources)
 (KH) Kate Heal (Graduate Organisation / Crew Building)
 (CP) Claire Peters (Biochar)

2. Approve Minutes of Last Meeting

Meeting were approved unanimously without comment or amendment.

3. Review of Outstanding Actions from Last Meeting

Date	Minute	Action	Action by	Deadline	Status
4/12/12	7	Signs to show emergency/security numbers around the Drummond Street site	HP	Mar 13	Post Meeting Note – This action was to clearly display the University Security contact details should they be needed in response to a potential security incident. RC to check and action if not complete
4/6/13	6	The sensors in the new corridor of the Grant are not sensitive enough so a staff member has to try & lock up in the dark as the lights don't come on.	GW	Sept 13	G. Walker has submitted this on EBIS but is not complete.
4/6/13	6	The locks in Geography show that any combination can be used.	GW	ASAP	New locks are being installed. RC to monitor
26/09/13	7.4	FA Kit to be resituated outside Grant Attic	GW	Dec 13	G Walker confirms that this has been requested on EBIS but not yet completed.

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 3rd December 2013
Room 339, Grant Institute, King's Buildings**

4. Review of Completed Actions Since Last Meeting

Date	Minute	Action	Action by	Deadline	Status
26/09/13	7.2	Fire alarm in Lab 7 (Biochar) inaudible	HP	03/12/13	G Walker confirms additional sounder installed and tested.
26/09/13	5	Explanation of the 12 month deadline for the Geography Laboratories	HP	03/12/13	12 month limit arbitrary to keep issue live. On-site meeting at Drummond Street on Friday 6 th December to discuss way forward. Progress will be monitored via agenda item.

5. Review of Actions Generated at the Last Meeting

Date	Minute	Action	Action by	Deadline	Status
26/09/13	6	Possibility of running First Aid Courses as day-release.	HP	03/12/13	John Nimmo in the corporate team has said this would be possible. RC to progress
26/09/13	7.1	Gas Safety Course required. Liaise with other Safety Managers to organise a course	HP	03/12/13	Missed recent course however it is noted that Celia Goodhew from the School of Biological Sciences is organising a course. RC to advertise once available.
26/09/13	7.3	No H&S Manager for Biochar Labs. Follow up with Saran and Ondrej	HP	03/12/13	RC to progress. Post Meeting note: RC meeting with Saran 05/12/13 and will discuss.
26/09/13	7.5	ECCI coming on-line. Pat Ferguson needing to get set up with H&S documentation / procedures	HP	03/12/13	Started by HP. RC will check progress

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 3rd December 2013
Room 339, Grant Institute, King's Buildings**

6. Geography Laboratories Update

An update was given on the status of the Geography Labs. It was explained that the 12 month deadline put on the use of these laboratories was arbitrary and put in place to ensure that the status of these laboratories was kept under review following the remedial works.

A brief summary was given of the meeting held on 29th of November. The outcome was that there would be an on-site meeting on 6th of December to discuss with Premier (Laboratory Extraction and Ventilation Contractor) what was possible with regards to fitting alkali scrubbers on the fume hoods where hydrofluoric acid was in use. This was with a view to extending the life of the current infrastructure for the next 5 to 8 years. Any solution put in place must be in the context of the University's intent to rehouse Geosciences in a purpose-built new build within the next 5 to 8 years. As such, this limits the options available.

A further update will be given at the next meeting by ST/RC

7. Accident Statistics

RC circulated a report detailing anonymised details of the reported accidents and near misses over the last 12 months. A total of 9 occurrences were reported comprising of 3 Slips and Trips, 2 chemical related incidents, 2 biological incidents, one animal bite and one needle-stick.

The incident related to the animal bite was discussed and it was acknowledged that dogs had been noted as being present in the Grant, Crew and Drummond sites. An email had been sent by ST to the Grant Institute occupants reminding them that according to University Policy dogs were not permitted on site. It was the opinion of the committee that dogs being on site was mainly an annoyance although due to the animal bite Geosciences personnel should be reminded that dogs are not permitted on site. **ST to progress**

The 2 reported cases of Lyme disease on the same field trip were discussed and it was agreed that RC would review the procedures surrounding this particular field trip to ensure that the schools precautions are adequate.

RC asked the committee if they felt that a rolling 12 month report of accidents within the School was a useful report for the committee. It was agreed that this report would be presented at each meeting and that RC would look at what analysis was possible or useful.

8. AOB

8.1 AN noted that the first aid notices at Drummond Street are significantly out of date. **RC to investigate and arrange for signs to be updated**

8.2 AN enquired about the location of the defibrillator which has been purchased for Drummond Street. RC stated that it was intended to locate this in the main office. It was noted that the main office may not be accessible to all postgraduate students out of hours. Alternative locations were discussed however the main office is a suitable location during office hours and other locations are less secure. Given location in the centre of town the likelihood of the defibrillator being stolen if it was to be more publicly accessible is significant. As such a balance had to be struck between accessibility and security. It was agreed that the main office would be a suitable location however, should another, more suitable location, be suggested, the defibrillator would be moved.

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 3rd December 2013
Room 339, Grant Institute, King's Buildings**

- 8.3** NR noted the mice infestation in the "Attic". Poison had been laid but droppings were still being found on desks in the morning. RC was aware of the situation however eradicating the infestation was somewhat hampered by the availability of food in the area which the mice prefer to the poison. GW is progressing the eradication of the mice. **RC to monitor and feedback to NR and committee**
- 8.4** KE noted that the research staff felt that the COSHH assessment process was inadequate. There was a brief discussion and it was questioned as to whether this applies to all research staff. **RC will pick this up with KE during familiarisation visits around the school.**
- 8.5** RC asked what level of training safety committee members had in health and safety. Many of the committee members have engaged in one day courses on health and safety. RC asked whether specific training for the committee would be of value. RC also suggested the possibility of including short briefings during the health and safety committee meetings. **RC to discuss with ST as to what training is possible or useful.**
- 9. Date of Next meeting – TBC**

Post Meeting Note:

2014 H&S Committee Meeting Dates:

Friday March 21st, 1400, Room 339 Grant Institute
Tuesday 10th June, 1400, Room 339 Grant Institute
Tuesday 2nd September, 1400, Room 339 Grant Institute
Tuesday 2nd December, 1400, Room 339 Grant Institute

Meeting Closed 2.45pm