

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 29th June 2012**

Present:

(ST) Sandy Tudhope (HoS)
 (DC) Dick Kroon (Chair)
 (HP) Helen Pearson (H&S Manager for School)
 (GW) Graham Walker deputising for Gordon Waugh (Facilities Manager)
 (CP) Clare Peters (Biochar)
 (AS) Annie Silburn (Drummond Library)
 (RM) Rosanna Maccagnan deputising for Pete Nienow (Research Training and Development)
 (KH) Kate Heal (Crew)
 (JS) Jamie Stewart (Grad School)

1 Apologies

(SG) Stuart Gilfillan (Research Staff)
 (MS) Mike Summerfield (Teaching Organisation)

2 Minutes of last meeting

The previous minutes of March 2012 were agreed and DK welcomed the new attendees to the meeting.

3 Review of actions from last meeting

3.1 Actions completed since last meeting

Date	Minute	Action	Action by	Deadline	Status
13/9/11	9	Look into funding & apply if possible. Order 3 defibrillators as finances permit	HP	Dec 10	Ordered 1 for this year. Will order 1 a year until we have 3.
20/9/11	6	Create shorter FA1 form for conferences /workshop	HP	Dec 11	After discussions with School Administrator. This would be moved to absence database.
20/9/11	9	Improve path to gas storage area at Crew	GW	Dec 11	Complete
20/9//11	11	Investigate phone for Biochar Pilot plant	GW	Dec 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
7/3/11	5.1	Consider annual newsletter.	HP	Oct 12	Agreed would be sent in September – Send ideas to HP
7/6/11	4	Is it possible to have emergency shower in labs?	GW	Sept 11	Still need to be installed. GW to chase.
6/3/12	11	Find alternative for laundry drop off	GW	ASAP	It was actually agreed at the meeting that the point could be moved to Crew. CP to speak with Ann Mennim.
6/3/12	12	Create School Template / Certificate	HP	Jun 12	Not complete
6/3/12	15	Can bin uplift be increased at Drummond Street	HP	ASAP	Complete
6/3/12	17	Can old papers & items be moved from PhD rooms	HP / AT	Sept 12	AT to work with HP to try & locate owners /throw out.
6/3/12	17	Can fluorescent lights be replaced with something other?	GW	Jun 12	GW to investigate

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 29th June 2012**

4 Accident statistics / Accident reporting

Location	Date	Person	Report
Fieldwork	15/03/2012	Staff	Whilst clearing fir tree needles out of a stemflow sampler (plastic tubing fixed around the bottom of a tree trunk up to about 1.5 above the ground, The staff member slipped and lost her footing and supported her weight on the finger of the right hand that was in the plastic tubing. This resulted in bruising of the finger. The staff member completed the fieldwork and strapped the bruised finger to the middle finger to support it. It was not very painful but bruised and slightly swollen so she have sought professional medical advice. However, she will monitor the finger and if the symptoms deteriorate, e.g. circulation appears impeded, she will seek further medical advice.
Fieldwork	09/04/2012	Student	A student was doing geologic mapping and taking channel measurements in a dry riverbed near Sorbas, Spain and slipped on a rock. The student reached out with her left arm to break the fall but her hand slipped on the ground, forcing the forearm backwards and dislocating the elbow in the process. A postgraduate demonstrator (Louise McCann), who had recently taken a first aid course, witnessed the fall and checked for any major injuries (spine, pelvis, etc.). When it became apparent only the elbow was affected the student was then moved to a van at the road. Emergency services were called but we were informed that it would be 'faster to drive her to the clinic'. At the local clinic (in Sorbas, Spain) a medic reset the joint and put a cast on the arm. The student, along with a postgraduate demonstrator and the course organizer, accompanied the student to Hospital in Almeria, where X-rays and a consultation with a trauma doctor were inconclusive. The student was first told she might need surgery, and then told there was no break. It was decided that, due to the volte-face diagnosis, the student should seek medical advice from a doctor in the UK and was sent back to Scotland the following day.
Lab	19/04/2012	Student	Gas sampling chamber was being tested for leaks with proprietary smoke product. Smoke released into lab with no forced ventilation. Door of lab opened releasing smoke to corridor and setting off smoke alarm. Security called to inform of 'false' alarm, however, fire brigade already called and attended. Area checked for any other source of alarm, none. Doors opened to clear smoke.
Fieldwork	23/05/2012	Student	A student was driving along the Edinburgh city bypass in a hired vehicle (from Arnold Clark) and was approaching the roundabout for the exit to the A1 south when a car alongside him on the inside lane tried to change into the lane he was in (outside lane for right turn) and bumped into the side of the vehicle. No injury resulted as this was a minor incident and driver details were exchanged. This has been reported to Arnold Clark on and before the return of the hired vehicle. Damage to the vehicle was noted at this time.
External	17/06/2012	Property	A student noticed one of the plastic/material sheets covering the mesh fencing in High School Yards was alight. The exact location of the fire; directly across and to the right of the back entrance to Drummond street (underneath the archway) Fire was only very small. He entered through the back entrance, retrieved a fire extinguisher in the hallway and put out the small fire. He left the empty extinguisher outside the servitor's office in Drummond Street.
Lab	28/06/2012	Student	A visiting student was cleaning a quartz pyrolysis tube using a standard technique of heating at 650°C in the pyrolysis furnace with tube open to air. Vapours exiting the tube ignited giving a flame c.20cm high. She called for assistance. Power to the furnace was switched off and the flame subsided quickly, within one minute. There was no injury or damage to equipment, which is designed for hot work and sited under a high flow extract hood. Investigation confirmed the operation had been performed as normal. The reason for abnormal occurrence was presence of a larger-than-normal residue to be cleaned, consisting of un-pyrolysed polypropylene (c.5-10g). The clean-out was discussed (PI, student and lead staff-RA) but had not recognised the new hazard introduced

**School of GeoSciences
Health & Safety Committee
Minutes of Meeting held on 29th June 2012**

5 Results of Fire Drills in Grant & SJML

A fire drill had been conducted in the Grant Institute and John Murray Labs. It was commented by one of the fire wardens that even when the alarm was sounding, some staff members did not leave their desks. It was also reported that not all PhD students left the attic.

HoS asked what was done. He was informed that the staff were told to leave what they were doing and get out.

6 Airborne GeoSciences

HP reported that the Group had recently undertaken their first annual audit and that all had gone well. A few amendments required to be made but nothing too serious.

7 Contractors in Labs

A concern was raised about when contractors turn up unannounced in lab areas. They are required to complete a Permits to Work (PTW), but this is difficult to do if it is not known when they are arriving. It was asked if any advance warning could be given. It was reported that this had been asked for previously, but to no avail. If we can educate contractors that they need a PTW then maybe they will come & ask for one before they start work.

Action: GW to ask again if we can get fore warning of contractors coming to buildings.

8 Review of Safety policy sections 15 – 16

The Group reviewed sections 15 & 16 and a few amendments were suggested.

Action: HP to make amendments.

9 AOB

JS: raised the issue that the corridors in John Murray labs are very busy and there were fire escape concerns.. Another member of the committee asked if an update could be given. HoS explained that the Ashworth was being refurbished and Darwin had to have asbestos removed. We were helping out Biological Sciences and hopefully, we would get the same help if we need it in the future.

An issue was also raised about how often bins were emptied in the attic as sometimes they seemed a bit smelly.

Action: HP to talk to cleaners.

AS: Mentioned that Eduardo was willing to be a first aider for the Annex. Also, there was a comment of not getting any prior warning of building work. If they know it is going to be noisy they will work from home.

Also, there was a query about the cleaning that was done on individual desks.

Action: HP to talk to cleaning supervisor.

10 Next Meeting: 25th September 2012 2pm in DK's office