

SCHOOL of CHEMISTRY HEALTH and SAFETY COMMITTEE

Minutes of the meeting held on Monday 1st August 2005 at 2:15 p.m. in room 4.20

In attendance: Prof. P. O'Brien (Chairman), Dr. E.M. Armstrong (Deputy Chairman), Dr. D.J. Smith (Secretary), Mr. J. Belcher, Mr. J. Friend, Mr. T. Graham, Ms. C. Arthurs, Mr A. Griffiths and Mr. K. Jones

1. Apologies

Ms. C. Davidge, Dr. B. Sakakini, Mr J. Robinson and Mr. A. Sutherland

2. Minutes

The minutes of the meeting held on Monday 20th June 2005 at 2:15 p.m. in room 7.27 were passed without amendment.

3. Matters Arising

TG reported a University wide change in validation procedures for fire alarms. House service staff are not now allowed to validate fire alarms. This will be done in future by trained school staff or by security personnel. It was noted that the number of persons in the school who understand how to operate the Brunswick Street building fire alarm system is very limited. Great concern was expressed at this sudden change in operating procedures without consultation with the School.

POB to contact Phil Lord re portering staff not validating fire alarms.
EMA to address issues regarding misleading labelling of sensors within the fire alarm system
EMA/TG to investigate what information the board is capable of supplying.

The inaugural Risk Assessment training session has taken place with six participants. If the next sessions produces similar numbers it will be necessary to circulate staff and make attendance compulsory

4. Correspondence

Changes to legislation re chemical associated with drug and explosive manufacture required returns on usage of many common solvents and chemicals e.g. potassium permanganate, acetone etc. Returns for potassium permanganate have already been requested from Stores by an outside agency. Advice has been requested from the University Health&Safety and a reply is awaited

EMA to chase

A circular from Melanie Taylor re: student induction stating this is within the remit of the School.

5. Chairman's Business

The Chairman requested that attention be paid to whether any students going through the procedures necessary to obtain a Passport to Work are failing to understand the necessary information due to poor english language skills. Any thought to be struggling should be referred to him.

The annual safety prize is to be called the School Safety Prize and will be awarded on the basis of criteria to be decided. It was agreed that this should be publicised via the Departmental Board and made high profile

EMA to carry forward

6. Report from Faraday Building H&S Committee

Fire Alarms - new alarms still do not work although the old system continues to function.

EMA/JB to pursue with Estates

Concern was raised that not enough demonstrators will be available for the start of next term in the Teaching Labs.

To be resolved nearer to the start of next term

7. Security of Chemicals

Concern was raised re the security of chemical stocks in the light of the recent bomb attacks. EMA has talked to Heads of Section re locking labs during the day. This was felt to be impractical but more stringent security procedures need to be put in place out of hours.

EMA to keep under advisement

It was agreed to re-investigate the possibility of restricting access to the main part of the building by use of turnstiles just before the main lifts and by extensive use of security cameras in the stairwells.

EMA to take to Management Committee

8. Update of Safety Manuals

EMA is reviewing now and proposes to burn all H&S info onto a CD to issue to new students and staff.

EMA and KJ to carry forward

9. Arrangements for Inspections

1st Floor -DJS, EMA, CD - tba

Ground/Basement - DJS, JF, JK and AG Wednesday 7th September @ 2:00 p.m.

An inspection of the security within Radiochemistry will to be arranged shortly

10. Dates of next meeting(s)

First Monday of alternate months at 2.15 p.m. in 4.20 starting Monday 3rd October

A.O.B.

A Fire alarm sounded last night (31/07/2005) and was not responded to by security personnel

EMA to check if they received the signal indicating an alarm

Overall Fire Risk Assessment for the building - It was confirmed that one does not exist although best practices and procedures are in place for areas within the building

POB to contact Diana Hampson re prioritising the School

There being no other business the meeting closed at 15.25 p.m.