

SCHOOL of CHEMISTRY HEALTH and SAFETY COMMITTEE

Minutes of the meeting held on Monday 6th February 2006 at 2:15 p.m. in room 4.20

In attendance: Dr. E.M. Armstrong (Chairman), Dr. D.J. Smith (Secretary), Ms. C. Arthurs, Mr. K. Jones, Mr. A. Sutherland, Mr J. Robinson and Ms. Sian Jones

1. Apologies

Prof. P. O'Brien, Mr. T Graham, Ms. C. Davidge, Mr. A. Griffiths

2. Minutes

The minutes of the meeting held on Monday 3rd October 2005 at 2:15 p.m. in room 4.20 were passed without amendment.

3. Matters Arising

8. The new alarm system in the Faraday Building is in operation despite some units showing fault conditions.

4. Correspondence

None

5. Chairman's Business

Due to retirements and sabbaticals more academic members are required for the committee

EMA to raise with HoS

Questionnaire on PPE provided for students has been received and returned

Chemical Weapons questionnaire has been received and completed

Risk assessments for cryogenic operations have been finished

Vibration at work regulations - inspection has show that even in the Mechanical Workshops, these will not affect the School.

Gas cylinders colours are set to be changed - see <http://physchem.ox.ac.uk/MSDS/cylinders.html> for the new colors.

The TDU are organising courses for Fire Marshals. Since none of our fire marshals have attended such a course it is recommended that arrangements be made to hold one in the School.

EMA to co-ordinate

Sian Jones has been appointed to assist EMA in PAT testing, Fume Hood monitoring and general duties.

6. Faraday Building H&S

Has not met

7. Arrangements for Inspections

7th/6th - 15th Feb @2:00 DJS, EMA, AS, SJ
5th/4th - 7th March @ 2:00 DJS, JR, EMA, SJ
3rd - 23rd March @ 9:30 EMA, SJ, CA

8. Dates of next meeting(s)

Friday 7th April at 2:15 p.m. in 4.20

Friday 9th June at 2:15 p.m. in 7.27

A.O.B.

It should be noted that occupants of offices in the Ground Floor corridor have relocated to the new offices on the 4th Floor. Photocopying has moved across the corridor.

Another Fire Drill is needed

DJS to arrange time

Committee minutes need to be put on the School website

DJS to arrange

Children in the building. It should be noted that children should be supervised at all times and under no circumstances are allowed to be in laboratories

EMA to circulate

It was reported that a crush develops on the 4th Floor lift landing when students are waiting for the Measurements lab to open.

EMA to contact JCW to discuss options

Lights are turned off in stairwells at night. They are controlled by standard switches which may not be easily identifiable in the dark.

EMA to highlight switches using fluorescent tape

Gareth Smith is to replace John Friend as UNISON rep on the committee. The committee wishes to extend its thanks to John for all his efforts on their behalf and wish him an enjoyable retirement.

A replacement is needed for John Knights

EMA to find a suitable replacement.

In the interim, for VDU assessment contact EMA.

There being no other business the meeting closed at 14:50 p.m.