

SCHOOL of CHEMISTRY HEALTH and SAFETY COMMITTEE

30th March 2007 at 2:30 p.m. in Room 7.27

In attendance: Dr. E.M.Armstrong, Dr. D.J.Smith, Mr. K. Jones, Mr J. Robinson, Mr A. Sutherland, Mr. T Graham, Dr. P.Quayle, Mr. G.Smith, Mr. J.Raferly, Mr. A.Griffiths, Dr. M.Attfield, Prof. F. Livens

1. Apologies

Prof. P.O'Brien, Dr. R.Dryfe, Ms. C.Davidge, Dr. P. O'Malley

2. Minutes

The minutes of the last meeting held on Monday 2nd February 2007 at 3:00 p.m. in Room 7.27 were passed unamended.

3. Matters Arising

7. Revision of Safety Sheets – this was entrusted to various members of the committee. Note that the revised sheets should be returned to DJS well before the next meeting to enable them to be distributed with the agenda and minutes.

Please see the attached sheet for the agreed list of editors.

AOB. Replacement of Stills by Drying Columns – EMA has contacted various manufacturers of suitable columns and is in the process of obtaining detailed costings in order to present a case to Management Committee for the phasing out of the most common stills and their replacement by centrally sited drying columns.

4. Correspondence

An e-mail from the new University Laser Safety Officer Marc Schmidt re unsuitable Laser Safety Goggle which has been circulated to laser workers in the School.

5. Chairman's Business

A Fire Authority visit has taken place where concern was expressed about storage of items in the corridors. A written report is awaited.

There are still ongoing problems with the FC extract systems. Estates are going to put more sensors in the ductwork and propose a full shutdown on the May Bank Holiday to test the system and obtain more data on the air flows within the system.

Water supply problems in the new labs are due to clogged filters causing the pump switches to trip. Estates to check the filters twice weekly

6. Accident / Incident Statistics

A serious incident occurred in the Teaching Labs where a cleaner got a caustic powder in their eyes whilst emptying a waste bin. This has been reported to the HSE. The UGs are warned continually about safety and correct disposal of waste materials. Possible sanctions against transgressors would need to be considered at Management Committee level. Cleaners now wear PPE.

EMA to write to POB

7. University Report on shared multi-user Labs.

The University has issued a best practise guide on multi-user laboratories. Highlighted points are:

- A nominated person in charge of each lab
- Inventory system for chemicals
- Regular reviews of space allocation
- Restrictions on the use of hazardous equipment by untrained personnel
- Waste management
- Controlled access to visitors

8. Assessment Forms

Self assessment risk assessment forms will soon be available on-line

9. Inspection Reports and Arrangements for Inspections

7th / 6th ' Floor Inspection Wednesday 21st February 2007 at 2:00pm DJS, GS, CD, JR
Generally OK but some issues with locked fire escape hatches. A review of fire exit routes is needed

Ground Floor Revisit Friday 23rd February 2007 at 2:00 pm DJS, EMA, AS, JR
A huge improvement in general safety standards compared to the previous visit.

Next Inspections

4th Floor Wednesday 25th April 2007 at 2:00 pm DJS, PQ, JR, GS
5th Floor on Wednesday 2nd May 2007 at 2:00pm DJS, GS, EMA, AS

10. Dates of next meeting(s)

Friday 25th May 2007 at 2:30 p.m. in 7.27
Friday 20th July 2007 at 2:30 p.m. in 7.27

A.O.B.

It is unclear if the doors to UG labs release when the fire alarm sounds. This needs to be tested.

A "No Eating / No Drinking" sign is needed for the entrance doors to the UG labs as the present ones are located in the body of the laboratories.

At present no chemistry personnel are trained in the use of the evacuation chairs. EMA to contact Rachel Valentine at TDU to clarify whether it is just security staff who will be trained to operate these chairs.

There being no other business the meeting closed at 15:35 p.m.