

SCHOOL of CHEMISTRY HEALTH and SAFETY COMMITTEE

28th September 2007 at 2:30 p.m. in Room 7.27

In attendance:, Dr. E.M.Armstrong, Dr. D.J.Smith, Mr. K. Jones,, Dr. P.Quayle, Dr. P. O'Malley, Prof. F. Livens, Mr. J.Robinson, Dr M.Attfield

1. Apologies

Prof. P.O'Brien, Mr. G.Smith, Mr. A.Sutherland, Ms. C.Davidge

2. Minutes

The minutes of the last meeting held on Friday 3rd August 2007 at 2:30 p.m. in Room 7.27 were passed with minor amendments.

3. Matters Arising

Matters Arising: Replacement of Stills by Drying Columns – A report has been drafted by Simon Holden. A site visit to an existing facility in another University is to be arranged. PQ and 1 other to go.

Matters Arising: Replacement of Digital locks - Still on-going due to problems with a lost order. Expected to be resolved shortly.

Chairmans Business: The explosives licence has not yet been renewed due to hold-ups at faculty level.

6. New Draft of University Safety Policy – no responses were received.

7. Safety Induction Procedures : EMA to see Steve Liem re. production of CD's of Safety Information to give to short term visitors.

Action: EMA

4. Correspondence

EMA has received a document regarding Legionella contamination of water sources. To be circulated to committee members.

EMA has received a circular from Estates on the same subject.

5. Chairman's Business

A draft policy on Children in School Buildings already approved by Management Committee was tabled at the meeting and also approved.

COSHH records. These have to be stored for 50 years. It is therefore recommended that supervisors store copies sorted by student and as a part of the leaving procedure these are brought to EMA for permanent storage. To facilitate this it is recommended that all students have a personal COSHH assessment book each rather than labwide books and that books are held as a stock item in the stores.

6. Fire Drill and Fire Awareness Talk

After some discussion it was decided to carry out the next dummy evacuation of the building when the students are in the laboratories and it has been scheduled for Monday 15th October at 10:45 a.m. Subject to availability of the instructor the Fire Awareness talk will be held concurrent with the next School Board Meeting on 31st October.

7. Safety Champions

This has been approved in principle by Management Committee with minor changes to the sign off procedures necessary when the cleaners enter the labs.

8. Accident / Incident Statistics

1 cut and 2 splash injuries. One of the splash injuries necessitated an email to be circulated re: the wearing of safety specs in laboratories even when not working or intending to work with chemicals. A malfunction of an oxygen depletion monitor in the Faraday building has been corrected and a maintenance contract taken out on all similar systems within the School.

11. Inspection Reports and Arrangements for Inspections

Next Inspections

1st Floor Friday 12th October 2007 at 2:00pm DJS, PQ, EMA, AS

Ground Floor Wednesday 7th November at 2:00 pm DJS, JR, FRL

8. Dates of next meeting(s)

Friday 30th November 2007 at 2:30 p.m. in 7.27

Friday 25th January 2008 at 2:30 p.m. in 7.27

Friday 28th March 2008 at 2:30 p.m. in 7.27

Friday 6th June 2008 at 2:30 p.m. in 7.27

Friday 25th July 2008 at 2:30 p.m. in 7.27

A.O.B.

An issue was raised about the overcrowding of lecture theatres and laboratories due to increased class numbers and its' implications in terms of both general Health&Safety and Fire Safety. Discussion on this point centred on how the student numbers for courses were estimated.

EMA to write to HoS re: the H&S implications of this overcrowding

It was noted that the HoS had sanctioned the ordering of oxygen depletion monitors for the NMR rooms in the basement and the 2nd Floor teaching Labs

There being no other business the meeting closed at 15:31 p.m.