

UNIVERSITY OF ST. ANDREWS

SCHOOL OF CHEMISTRY

*Minutes of the School Safety Committee Virtual Meeting held from  
Tuesday 4<sup>th</sup>–Monday 10<sup>th</sup> December 2018*

**Invited to participate:** Alan Aitken [RAA] (Chair)  
Eli Zysman-Colman [EZC]  
Magnus Alphey [MA] (Biology)  
Paul Connor [PAC]  
Chris Goodsell [CAG]  
Juan Carlos Penedo [JCP]  
Iain Smellie [IAS]  
Bob Steele [BS] (Earth Sciences)  
Tommaso di Rocco [TdR] (Earth Sciences)  
Nick Taylor [NT] (Janitors)  
Brian Walker [BW]  
Carolyn Busby [CMB]

**1. Minutes of last meeting and matters arising (numbers refer to minutes)**

The Minutes of the 29th August 2018 meeting had already been presented and discussed at the September School Council.

(RAA)

(3a) **Record keeping** – The record keeping system (Microsoft Forms) is now live and new staff are entering their own information upon arrival, including for example whether or not they wear contact lenses. The capability is there to record safety talk attendance, passing the safety test, and other more specialised safety training completed. This will be progressed in the new year in consultation with the office staff. It should be noted that this will require all existing staff to log in and enter their basic details on the system and also to take and pass the online safety test if they have not already done so.

(3b) - **The roof access procedure** is still being developed, not helped by failure of some staff to respond to the request for information on roof-hazardous work. The plan has been refined so that the system of red/green cards will only be required at the few fume cupboards used for roof hazardous procedures rather than them all. Awareness of the new planned procedure has already brought about an improvement in safety with roof access being denied on two occasions when hazardous chemicals were in use (1 formaldehyde fumigation, 1 liq. ammonia).

(3c,d) The “surface science” door has been changed to be open to everyone all day and closed to everyone outside normal hours thus reducing by one the number of doors to be checked in the event of an out of hours emergency. The required marking of magnetic fields to comply with legislation has been completed.

(3e) - **Procedure when lift gets stuck.** This matter was raised at a meeting on 11th Sept between RAA, EZC, CAG and Simon Watkins (Assistant Director of Estates) and Michael Orr

(Estates Health and Safety Manager) but there has so far been no apparent action. It was discussed again at the BSRC Safety Committee meeting on 20th November and as a result the Director of BSRC, Professor David Evans is writing to the Director of Estates requesting action. The suggestion is that when the lift company receive a call out to a stuck lift anywhere within the University, they should automatically inform the Out of Hours janitors office so that local assistance can be given to the stuck personnel until they are freed.

(RAA)

## **2. Annual safety inspections**

Staff were circulated with the compiled list of matters for attention (a single list to all staff) at the beginning of September with the request to respond by the end of that month. Some staff have still not done so. After a lengthy period of uncertainty, we have just been informed that the annual Safety Return from Schools which was expected to be due in November will now be due by 1st February 2019. This is due to reorganisation at EHSS following the appointment of the new Head there. Most matters of concern have been satisfactorily addressed.

(RAA)

## **3. Siting of ashtrays outside the buildings.**

The ashtray that was moved away from the main level 1 entrance in late August by RAA following it going on fire has remained at its new location but is just standing loose and still has not been emptied by the Grounds Department. It has however fallen over several times so the contents are now piled up on the pavement beside it. This situation needs remedied urgently (CAG?)

(RAA)

## **4. The new Fire Alarm System**

This is eventually installed and training in operating it was provided to BW, CAG and RAA on 28th September. Weekly tests have resumed. There was an alarm on Saturday 17th November during which the system seemed to malfunction (some sectors sounding and others not, some doors not opening) but the company have visited and resolved the problems. Early in the New Year it is planned to have a full Fire Practice to test procedures with the new system and also confirm the currency of fire stewards etc.

(TKS)

The only thing I would suggest is that more than 3 people are trained on using the new fire alarm system.

(RAA)

I agree that a couple of others knowing how to use it would be useful even just to do the weekly test if Brian is off. However on the other side there is a feeling that random people shouldn't be messing around with it and this is a job only for Estates personnel.

(TKS)

I did only mean sensible people to know how to silence the alarms when instructed to by the fire dept and also possibly to isolate specific heads.

(RAA)

It is suggested that Fraser Kirk and Steve Francis should be shown how to operate it and this will be carried out by BW/RAA in the coming weeks.

(RAA)

## **5. Waste Disposal**

On 6th November the first uplift of waste by Veolia involving both School of Chemistry and School of Biology (BMS) special waste took place. This worked smoothly with the bill being divided between the two Schools and saving on double processing and collection charges as compared to the two Schools being collected separately. This is set to continue with Earth Science also submitting some waste for January collection.

(RAA)

#### **6. First Aid provision**

There have been two rounds of training, one in September and a second in October as a result of which the School now has adequate first aid personnel with current qualifications. The posted lists have been updated.

(RAA)

#### **7. Safety Talks and training**

Since the last meeting, 3 x 1.5h general safety talks have been given by RAA (14th, 26th, 28th Sept) and all undergraduate project students did attend one of these as required. A number of more specialised courses arranged by EHSS at our request have also been held and the attendance at these has been disappointing, despite them being widely advertised. We hope for improved participation in those to come in 2019 which may be more relevant to chemistry (compressed gases, manual handling, display screen equipment, lasers).

#### **8. AOCB**

##### **Replacement of Defibrillator batteries**

As noted in the August minutes, Christine Linton (EHSS) was asked to arrange replacement of the batteries (which were due to expire in October). She had not however done so and they have now expired.

(BW)

I would have added the AED Defibrillator to the agenda of the Safety meeting since it just needs new batteries and a grant code to charge ?

(RAA)

Yes, I will add mention of that. I will also get back onto Paul again suggesting that we just order up and install the new batteries ourselves.

As a result, Paul Szawlowski (EHSS) agreed on 10th Dec that BW should order and install the batteries and charge to EHSS. This is now in progress.

R Alan Aitken  
11<sup>th</sup> December 2018