

UNIVERSITY OF ST. ANDREWS

SCHOOL OF CHEMISTRY

*Minutes of the School Safety Committee Meeting held on  
Wednesday 1<sup>st</sup> March at 2.00 pm*

<b>Present:</b>	Alan Aitken [RAA]	School Safety Coordinator (Chair)
	Eli Zysman-Colman [EZC]	Deputy Safety Coordinator and Inorganic Representative
	Chris Goodsell [CG]	Estates
	Magnus Alphey [MA]	BSRC, X-Ray
	Paul Connor [PAC]	Physical
	Iain Smellie [IAS]	Teaching
	Brian Walker [BW]	Technical
	Iona Hutchison [ILH]	Disability Officer
	Carolyn Busby [CMB]	Secretarial
	Andrea Burke [AB]	Geosciences
	Terry Smith [TKS]	Biohazards and Radiation Officer
Juan Carlos Penedo [JCP]	Laser Safety Officer	

**1. Apologies and welcome to new members. Changes to key personnel**

Apologies received from Garry Muir (Head Janitor).

RAA welcomed new members to the Committee: Juan Carlos Penedo, Andrea Burke and Terry Smith.

He informed everyone that JHN has stepped down from being Head of BSRC which means that the new Head Professor David Evans is now the convenor of the BSRC Safety Committee and David Evans had also taken over from Martin Ryan as Biological Hazards Advisor for the whole University.

**2. Minutes of Previous Meeting on 5<sup>th</sup> December and matters arising**

The previous Minutes had been discussed at School Council on 12<sup>th</sup> December and any points for action will be referred to in the following items.

**3. Report on developments since the last meeting:**

**(a) Record keeping, SharePoint:**

The roll-out of this system across the University issue which will provide a comprehensive system of record-keeping is still ongoing and RAA hopes that there will be progress before the next Safety Committee Meeting.

- (b) Moodle Safety Test**  
Progress on this also awaits SharePoint.

**(c) First Aid Workers and Equipment**

The updated lists of First Aid workers were posted throughout the building as well as being posted on the safety web site and online safety handbook. The First Aid Box on Level 3 has still to be discussed by RAA/ILH and a decision made on what items should be kept in this for out of hours First Aid.

**[Action: RAA/ILH]**

**(d) Waste Disposal (i) "legacy waste"; (ii) ongoing waste**

There has been a lot of progress on waste disposal generally. The new see-through bins have been installed following the problem with disposal of needles in labs and the old bins have to be disposed of. There are a large number (about 20) extra new bins available and RAA suggested to IAS that these be put in the Teaching Lab. It is the intention of Estates to have these in all buildings. RAA will action this with Michael Orr.

**[Action: RAA]**

There has been a response from a number of groups to the appeal from RAA to deal with waste disposal. There is progress on the Nolan/Cazin waste issue which includes over 3,000 items. In order to minimise the waste of resources it has been decided to make these items available to other PIs and RAA stated that the inventory which is available will be circulated fairly quickly so that PIs can choose what they require. EZC is taking over one of the labs and it is hoped that this can be done by the end of March. There will be a big expenditure on disposal of chemicals but it is also hoped that some could be used in the Teaching Lab although RAA pointed out that only good quality materials would be suitable for this. He confirmed that DJC-H waste was almost all disposed of.

**[Action: RAA]**

**(e) Disabled Persons Evacuation**

At the last meeting there was one PG student who might need evacuation from level 4 but there was not a full Evac-chair team in place, due to people leaving the department. Fortunately, however, this particular student's health has improved and she will be able to evacuate the building herself and will not require assistance. We do however still have have 2/3 fully trained people if required in the future.

**(f) Sending Chemicals by post and courier**

Following on from RAA doing the training course on dangerous goods, an on-line system has been set up to allow self-assessment of packages and this has greatly reduced the time RAA has had to spend on authorising these. Since this new system was brought in in mid December, no shipments have so far had to be sent as Dangerous Goods

**(g) Use and Disposal of Needles**

The new regulations started in January and a training meeting was held on 25th January which was attended by 195 people. During the forthcoming annual inspections (see next item) it will be checked whether labs are conforming to the new regulations.

**(h) Drug Precursor Licence**

RAA reported that there had been a site inspection on 22nd February in connection with our application for a renewed licence to possess certain chemicals that could be used as drug precursors. In preparation for this, the decision had been taken to locate all these in a single secure location that required 2 points of swipe card access and was additionally locked.

**4. Annual Safety Inspections and Report (due date August 2017)**

Angus Clark from EHSS has informed RAA of a new development that the time-frame for annual Health and Safety reports has been changed to be in line with the University academic year. A short retrospective report was completed and submitted to EHSS by RAA on 20th January, but the new timescale means we have 6 months' reprieve on when the annual inspection is due – now August 2017. We do still have to move forward with this and as PAW is no longer on the Committee, RAA would like to have just 4 people doing the inspections. The two teams would be RAA/IAS and EZC/PAC. This would give each team more to cover but would allow for more consistency. RAA also wants to include the chemistry BSRC labs so the 8 areas to be covered would be Purdie Levels 1 – 4, BMS Levels 3 and 4, BSRC Levels 1 and 2. Each team would therefore take 4 areas each which RAA will allocate. There is no great urgency but it should be complete by the end of April. RAA pointed out to CG that there will be action required from Estates eg notices on doors that are out of date. The inspection will also include the Geosciences labs on Level 1.

**[Action: RAA]**

**5. Display Screen Equipment Regulations (1992).**

RAA pointed out that we are again waiting for SharePoint to be rolled out before moving forward with this.

**6. Out of Hours Procedures, Disaster Recovery Plan.**

In recent years the School did not have an Out of Hours Procedure and DOH has been working on this and it is now available. It is a brief document with emergency contacts for out of hours incidents eg fire, flood. Brian Kennedy, the University Risk Advisor, requires this from every School. CG pointed out that he has now reduced his travel time to the School from 1.5 hours to around 15 minutes so the document will have to be changed to show this.

**[Action: RAA]**

The School had also apparently not had the required Disaster Recovery Plan in place, a fact only brought to light in discussion with MA who had completed one for School of Biology (BSRC). This had now been completed using the standard university template which runs to 20 pages. It is marked as being a confidential document as it includes personal information eg home phone numbers. RAA felt that the document should be available, as a minimum to those identified as having a role in it, on a restricted access basis (eg to Academics) and there should be a hard copy to refer to.

## **7. Mains power safety cut-out units (BW)**

BW wanted to bring this to the Committee's attention. These units were built in the workshops originally for JTSI for low risk problems with minor consequences. He was then asked build quite a lot of them and lost track of the risks and what they were being used for. There were problems with PAC's flow switches sticking because of contamination in the water. BW also saw one unit being used in a high-risk situation. He had to put in a UPS to keep water going to cool down a still. BW doesn't know what risk assessments are being done for these units. RAA suggested making a list of the units by asking academics. PAC has 6 or 7. They can be protecting equipment and the consequences of failure could be serious. These need to be risk-assessed to gauge the consequences of failure. There is another type of mains cut-out when a button has to be pushed before the mains will go back on. BW would like these extended to other users as it is better that equipment doesn't go back on straight away after a power cut but is done by the user in a controlled way. There was some discussion on this issue and RAA thought an inventory of these units should be created as a starting point. BW would like to see more of them in use as they are relatively cheap to buy (£30).

**[Action: RAA/BW]**

## **8. AOB**

PAC stated that there are still samples in a glove box left by PGB which need to be disposed of. He will let RAA know the details.

**[Action: PAC/RAA]**

PAC raised the issue of problems with COSSH forms as only the Supervisor is allowed to reject a form but PAC (who might be named as a worker) cannot reject a form that he doesn't agree with. There was some discussion on this but RAA pointed out that it is a university-wide system and practices vary between Schools so it is difficult to make changes to suit one particular School. EZC felt that all software needs to be updated from time to time and it was suggested that a list of possible improvements could be kept so that issues could be highlighted for improvements in the future. RAA thought that you would need to show adverse safety implications and not just minor inconvenience to justify a significant change to the programme.

The date of the next meeting was not fixed but it will take place in late May shortly before the next School Council Meeting which will be on 5th June.

R A Aitken  
2<sup>nd</sup> March 2017