

**University of St. Andrews
School of Chemistry**

**Minutes of the School Safety Committee
Wednesday 4th May 2022**

Kevin Jones	[KJ]	H&S Manager (Chair)
Bela Bode	[BEB]	Assistant Safety Coordinator
Petr Kilian	[PK]	Assistant Safety Coordinator
Andreas Stasch	[AS]	Assistant Safety Coordinator
Iona Hutchison	[ILH]	Disability Officer
Paul Connor	[PAC]	Physical
Magnus Alphey	[MSA]	BSRC, X-Ray
Bob Steele	[RS]	Earth Sciences Representative
David Brown	[DB]	Drochaid
Nick Taylor	[NT]	Janitorial Manager
Scott Filipovic	[SF]	Building Manager

1. Apologies

Apologies received from Juan Penedo-Esteiro, Terry Smith, Brian Walker and Iain Smellie.

2. Minutes from Previous Meeting

The minutes were taken as read and approved.

3. Matters Arising / Progress Update

Departmental Cyanide Procedure

KJ explained that the committee had previously discussed an updated cyanide policy. KJ thanked the committee for feedback that strengthened the document significantly. The document was proposed at the previous staff council and has now been instated. A handful of cyanide reactions have been conducted in individual PI labs and the approach seems to be working correctly. KJ mentioned that the new cyanide procedure has been added to the H&S website.

Base Baths

KJ explained that, following a discussion with Brian Kennedy regarding maintenance of the fire boxes, he had developed a draft version of a document regarding the safe use of base baths. The document outlines the main hazards, risk assessment requirements and the mechanical details of how the box functions. PK and AS have already had input into the document, but we are still waiting for a base bath to be regenerated to test the self-closing mechanism with a heat gun. AS mentioned that he has asked his group to inform him when the base bath needs to be regenerated so this could be tested and added to the document.

KJ explained that he had a meeting scheduled with Keith Millican (St Andrews Applied Research Limited) to discuss funds to develop a second generation of fire boxes.

DB asked, in relation to an updated version of the fire box, whether an “emergency close” button could be added that is distanced from the fire box itself in the case the closing mechanism fails. AS added that housing such a button on the front of the box would not be suitable as it may become damaged by the base bath solution.

Following the meeting KJ meet with Keith Millican who has asked for some preliminary market research to be conducted before a business case is made to secure additional funds.

Actions	Date Completed
AS (or PK) to inform KJ when base bath needs to be regenerated so procedure for testing mechanism can be developed and safe use document completed.	
KJ to contact other universities about base bath safety to see if funds can be secured for development of second-generation fire boxes.	

Lab Inspections

KJ explained that he had made limited progress on updating the lab self-inspection forms and will look to update these over the summer in collaboration with AS. KJ explained that H&S coordinators from various other schools have offered to help with Purdie lab inspections that will be carried out over the summer.

Actions	Date Completed
KJ and AS to redesign self-inspection form	
KJ to organise lab inspections with H&S coordinators from external departments	

First Aid

KJ explained that whilst he is able to deliver first aid training, he has not yet completed 30 hours of training to be able to certificate other staff members in the First Aid at Work Course.

Actions	Date Completed
KJ to complete additional 12 hours of first aid delivery with EHSS and start providing staff training over the summer	

Fire Drills

KJ explained that in the previous committee meeting, the issue of building re-entry during an evacuation was raised (e.g. person wearing headphones ignoring alarm and entering the building). KJ explained that he had investigated installing beacons, but this would be cost prohibitive. As an alternative, KJ has produced a series of portable signs that can be positioned at the exits by the floating fire wardens. PK commented that he felt this was a simple, effective solution. KJ explained he will discuss this new addition with Jack Bremner, Fraser Kirk and Gary Moffat who will assist in the event of a fire alarm.

Actions	Date Completed
KJ to discuss with Fraser Kirk, Jack Bremner and Gary Moffat about distributing signs at the exits during an evacuation.	

Fire Extinguisher Training

KJ has attended a “familiarisation session” to learn how to use the fire-simulation equipment and has accumulated ~50 “expired” fire extinguishers to be used as part of the training. Unfortunately, limited progress has been made regarding a date for the train-the-trainer session that will allow H&S coordinators to deliver training for staff in the science schools. KJ has also completed a risk assessment covering fire extinguisher training.

KJ recently spoke with Hugh Graham in a meeting with Chris Baddeley to request this training as a matter of urgency.

Actions	Date Completed
KJ to continue requesting fire-extinguisher training from EHSS with the aim of delivering this over the summer.	

4. Standard School Induction

KJ explained that he hopes to develop an induction process that incorporates (i) an in-person building orientation, (ii) a series of on-line training modules and (iii) in-person training sessions covering first aid and fire extinguisher training. This would be complemented with additional on-line training for specific topics depending on the research being carried out by a given student / post-doc / staff member.

PK queried how such a planned induction would fit with the PGR induction delivered in September each year. KJ mentioned that it is likely that he can deliver multiple versions of a talk, but also have a pre-recorded version on-line.

BEB mentioned he was reluctant to completely compartmentalise training as students who do not work with chemicals should still have an understanding of the hazards present in the building. KJ agreed with this and stated that all students would need to complete the basic set of training that may not be directly relevant to their research.

MSA suggested adding a question to the monthly self-inspection forms asking whether all new group members have completed the required training. KJ commented that this is a good idea and that a “gatekeeper” mechanism on CHARM would be useful to prevent unauthorised experiments. PAC commented that those students who do not complete induction / training courses are unlikely to complete the CHARM forms as well so swipe-card access would be a better approach to ensuring compliance. KJ agreed to look into this with ID cards / registry.

KJ queried whether on-line courses would be useful for specialised topics such as handling pyrophoric materials. PK, AS and BEB mentioned that these courses would be useful, but that they must be complemented with practical training.

MSA clarified that previous HSE inspections had highlighted a lack of formal training records and that any records that do exist are stored across multiple platforms. MSA went on to explain that EssentialSkillz aims to provide a single platform to contain this data and that EHSS were launching a project on this topic on Friday 13th May.

PK queried whether the EssentialSkillz platform would be able to track completion and provide data. KJ confirmed that the EssentialSkillz platform is well suited for this task. PK also queried whether the training information on the chemistry intranet could be integrated into EssentialSkillz. MSA confirmed that it is unlikely that the data could be directly integrated, but this information could be moved on to the platform so people do not need to recomplete training.

KJ mentioned he would complete a draft of the EssentialSkillz course and circulate to the committee for feedback.

Actions	Date Completed
KJ to circulate a draft version of the EssentialSkillz courses to the committee for comment	

5. Departmental Risk Assessments

KJ explained that EHSS recently inspected the external solvent storage area and requested to view risk assessment for the area. KJ confirmed that no risk assessment was in place, but a document has now been produced. KJ asked the group to contact him directly if they have any thoughts on general risk assessments for the department. PAC commented that he has existing risk assessments for the JTSI group that he would be willing to share.

Actions	Date Completed
PAC to share risk assessments from JTSI group	04/05/2022
KJ to draft departmental risk assessments for comment	