

SCHOOL OF CHEMISTRY
University of St Andrews

*Minutes of the School Safety Committee Meeting held on Tuesday 22nd March 2011 in Room 214b
at 9.00 am.*

Present: Miss Margaret Aiton (Secretary)
Dr Finlay Morrison [FDM]
Dr John Smith [JSGS]
Dr Nick Westwood [NJW] (Deputy Health and Safety Coordinator)
Mr Arnot Williamson [HAW]
Dr Filip Wormald [PW] (Health and Safety Coordinator) (Chair)

1. New Safety Committee

PW thanked the group for agreeing to be members of the Health & Safety Committee. PW stated that School Safety Committee meetings will be held twice per year and will take place shortly before School Council meetings.

2. Disposal of Hazardous Waste

PW stated that EHSS will now be directly responsible for the collection and disposal of hazardous waste. Chemistry students are required to submit any hazardous waste disposal forms directly to the secretary at EHSS. The uplift of hazardous waste is scheduled for the first Tuesday of each month. After submitting a request for uplift of hazardous waste, the person who has submitted the request will receive email confirmation from EHSS of the date and time when the pick-up will be. PW stated that he will send an email round the School regarding the new procedures.

[Action: PW]

HAW reported that there has been no uplift of waste solvents or chemicals from the Chemistry teaching labs in the MSB. JSGS stated that it was previously agreed with EHSS that any waste solvents from the teaching labs would be collected at the same time as the Purdie uplift, however this arrangement fell through. JSGS reported that shelves have been installed where the chemicals are kept so they can be stored more tidily. HAW replied that although they have no hazardous waste currently awaiting uplift the shelves are almost full with solvents and he has not heard any further from EHSS to arrange an uplift. PW will contact Dr Paul Szawlowski at EHSS to clarify the situation and arrange an uplift.

[Action PW]

3. Lean Project

PW and NJW are both involved with Lean and are working with them on a project which, in part, is aiming to bring the CHARM system up to date and to make it more effective. One of the issues they are looking at is whether the simple hazard chemical codes used by Chemistry

should be retained, international codes used instead or should a combination of both be used. PW reported that this is a long-term project and that Lean will be working on safety issues across the whole University, not just within Chemistry. PW and NJW to provide an update on the Lean project at the next Safety Committee meeting.

4. Workshop Risk Assessments

PW reported that external consultants have carried out risk assessments in the Chemistry Workshops and Stores. COSHH forms and procedures for Stores, for each Workshop and also each machine are currently being written up and put in place. PW informed the Committee that this has been an on-going project which is now close to completion.

5. Overnight Forms

PW stated that Donna McColl is now conducting the monthly checks of overnight forms.

6. Accident Reports –(cuts from glass)

PW reported that he is aware there have been several incidents in both Purdie and the teaching labs in the MSB where people have cut themselves on glass. HAW informed the Committee that the cleaner in the teaching lab had cut her hand on broken glass lying in the bottom of one of the normal waste bins. HAW stated that plastic sharps bins have now been placed in the lab and that all students who use the lab have been contacted by email informing them of the correct procedure for glass disposal. However glass is still being left lying out in the lab and not being disposed of in the correct manner.

PW will provide Safety Talks specifically for labs at the start of each year. HAW suggested it may be more effective to have the talks around a month after the beginning of labs but no decision was made to change the timing of the talk.

7. Intruders

PW expressed concern about the security within Purdie.

JSGS reported that he had met with the anti-terrorism squad on the 21st March 2011, mainly to discuss the new BSRC annexe. However security within Purdie was also discussed and further to this the following security measures are scheduled to be implemented as part of the currently on-going works:

- Level 3 & 4 Labs in BMS will be moved to swipe access.
- The BMS front door will be locked to all external visitors and a video camera will be set up and linked to the Secretarial Office in the BMS so that they can control the access. Swipe access will still operate at this door.
- Purdie Level 2 East corridor will be moved to swipe access.
- The two refurbished Purdie wings will be moved to swipe access.

JSGS stated that security is an on-going issue and as anti-terrorism legislation becomes stricter, security within our buildings will become tighter. JSGS then reported that one of the main problem areas concerning building security is in the common room as people are still using the green (break glass) fire door buttons to open the doors. JSGS has discussed this issue with the Head of School and they agreed to retain the current system. However JSGS is to meet with Fife Fire Service in April to discuss the possibility of removing one of the green fire door buttons from the common room area to prevent undergraduates without permitted access getting from the common room through to the main part of the building.

7. COSHH Forms

PW reported he is aware that some groups are not using COSHH forms for reactions and this is something that he will address.

[Action: PW]

8. Fire Strategy

JSGS advised the Safety Committee that the fire strategy is due to change so that BMS, Purdie and, once completed, the new BSRC building will be classed as self-contained units with separate fire alarm systems. This will reduce the number of times each building has to evacuate. However there will be an evacuation button installed beside the fire panels in each building in case all 3 buildings need to be evacuated at the same time. ADT have been instructed to install the fire buttons but this has not been done yet. Lights and signage between the five BMS/Purdie links have been installed and once Fife Fire has approved the change in procedure they will be activated.

The muster point for the new BSRC Building was discussed and the grassy area near the outside the BMS (on the Gateway side of the building) was deemed to be the most suitable location.

JSGS also reported that swipe access gates will be built between the BSRC and the BMS to create a secure quad area within the Purdie, BMS and new BSRC building. Access to this area will be restricted.

9. New Waste Enclosure

JSGS reported that the new waste enclosure will be completed within the next few weeks. Once completed it will serve as the waste enclosure for all three buildings (Purdie, BMS and BSRC). It will be locked up every night to prevent any fly tipping.

10. Pressurised Vessels

PW informed the Committee that BOC require that all pressurised vessels are tested annually to ensure they are safe and they will not fill vessels which have not been tested as safe to use. PW reported that, although he had emailed all Chemistry research groups, only one group had replied. JSGS suggested that PW check with Artur Czernik in Stores to find out which groups are using them.

[Action: PW]

11. Proximity Cards

JSGS reported that all staff across the University who use proximity cards are to receive new ones to suit the new style of prox readers, which are to be installed across the University. Those with swipe only cards will not be receiving new cards. FDM enquired about the possibility of using proximity cards to access the new Chemistry lab however JSGS replied that the lab would remain with a lock. Keys for the lab can be obtained from the Iona in the HoS office if required.

12. Health & Safety Coordinator absences

NJW asked for clarification regarding who should act as Acting Health & Safety coordinator in the absence of both PW and NJW as coordinator and deputy coordinator respectively. PW and JSGS clarified that in the absence of both PW and NJW any queries should be directed to Head of School or Acting Head of School in his absence.

PW also stated that he will share his Outlook Calendar with NJW so that NJW is will be aware when he is out of the office.

[Action: PW]

The meeting closed at 9.40 am. The date of the next Safety Committee Meeting was not confirmed.

Filip Wormald
31.03.11