

The University of Dublin

Trinity College

Minutes of the College Safety Committee Meeting held on 7th February 2008 in the Boardroom

Present Mrs. M. Coffey (in the Chair), Vice Provost (Prof. R. Byrne), Mrs. I. Hook, Dr. F. Falkiner, Dr. M. Bridge, Dr L. Bradley, Dr. D. McGrath, Mr P. Mc Donnell, Mr. B. Garrahan, Ms. U. Falkner, Mr. A. Frenda, Mr. N. Leddy, Mr. T. Merriman, Dr. E. Doorly.

Apologies Mr T. Kearney, Mr. T. McMahon, Dr. R. Russell, Mr. P. Mangan, Mr D Buggy

Section A

SA/07-08/11– Minutes

The minutes of the meeting held on 21st November 2007 were approved by the Committee and signed by the Chairman subject to the following amendment:

Correction: Dr. Fred Falkiner was in attendance at the meeting held on 21st November 2007

Matters Arising

SA/07-08/12 - Fire in Pharmacy Building

The Deputy Director of Buildings reported that the majority of work would be completed by early May. It was noted that fire doors in the building are being left open causing worry and people must be mindful of this.

The College Safety Officer reported that there is now a proposal and costing for the internal signage in the Panoz Institute and funding is now required to implement this.

SA/07-08/13 - Hazardous Materials Facility

The College Safety Officer met with an inspector from the Health and Safety Authority this morning investigating the relocation of hazardous materials from the ground-level facility to the purpose built area on the roof of the Panoz Institute. Both existing and new facilities were inspected. It was her advise that the roof-top facility would provide a better standard of safety and she recommended some minor changes and additional works. The inspector indicated that she would not be giving a written report on the inspection she carried out this morning. It was noted that the Health & Safety Authority will only write a report following an inspection on foot of a complaint. It was agreed that The College Safety Officer would write to the Health & Safety Authority confirming the verbal advice given during the inspection.

Following discussions the committee agreed that the Chair, Vice Provost, College Secretary, Bursar, Director of Buildings and College Safety Officer would meet to agree the next steps to be taken.

SA/07-08/14 – Other

There were no other matters arising

Section B

SA/07-08/15 - Report from the Fire Safety Officer

The College Fire/Safety Officer circulated to the Committee and spoke on his report on Fire Safety in College which dealt with the following issues;

- Fire alarm activation / response
- Unscheduled alarm activations
- College Emergency Plan / Other Emergencies
- College Event management / planning
- Fire Equipment
- Fire Warden / Fire Register / Fire Risk Assessments
- Disability egress
- Housekeeping
- Getting the fire safety message across
- Ongoing and future plans
- Persons in control of Buildings need to be named in the Emergency Plan

Mrs. Hook questioned the necessity of evacuating East End 4/5 during the recent fire in the Hamilton Building. The Fire Safety Officer responded that this was due to smoke in the Atrium and also acted on the advice of the Fire Brigade to evacuate the whole area. Mrs. Hook noted that a fire engine was parked at the assembly point during the fire in the Hamilton Building making it difficult to assemble at that point. She suggested that alternative assembly points be put in place. The Fire Officer noted that the designated assembly points are for initial assembly and, if necessary, people will be moved on or should move themselves on to another assembly point.

The Chair thanked the Fire/Safety Officer for his report.

SA/07-08/16 – College Risk Reduction Budget

The College Safety Officer tabled a proposal for the expenditure of the Risk Reduction Budget for 2007/08. He noted that additional funding in the amount of €219,000 is being made available by College out of savings made from insurance premiums. These additional funds are to deal with items raised by insurers as a result of inspections currently being carried out. The insurers reports are expected over the next few months.

The Vice Provost expressed concern that it was inappropriate that permanent positions were being funded by the Risk Reduction budget and suggested that more appropriate funding mechanisms for these posts should be sought. The College Safety Officer is to take up this matter with the Treasurer.

Dr McGrath requested that the heading 'Student Health' be changed to Occupational Health as funding under this heading was primarily for Occupational Health issues. Following discussion over the poor level of occupational health services made available to staff and the lack of health surveillance as required by legislation Dr McGrath agreed to draw up proposals for the provision of occupational health services for consideration of the committee and forwarding to the College Secretary for action.

The Vice-Provost expressed concern that the risk reduction budget was being used to fund items which should properly be funded from other sources. In response the College Safety Officer stated that the Risk Reduction allocation is drawn up by him on the basis of an analysis of the main risks identified by him

and taking into consideration other external pressures e.g. the recommendations of the RPII to upgrade the Moyne radiation suite. The risk reduction allocation is put before the College Safety Committee annually for ratification.

It was agreed that a small group would be set up to review the risk register and to update the Safety Office Priority Risk listing. The College Safety Officer is to revert to the next meeting of the Safety Committee with suggested members of this group. It was noted many safety issues that can arise after the construction of new buildings would be avoided if early inputs were made by the College specialists with expertise in areas such as biological safety. The College safety Officer had previously discussed this matter with the Director of Buildings, particularly in relation to the development on An Post site. The Director of Buildings gave an undertaking that the appropriate service providers and specialists would be involved before the commissioning of major projects. The Deputy Director of Buildings stated that the Design Briefing Document had been drafted by the Director of Buildings Office to brief designers on College Standards for new works which covers areas such as mechanical/electrical services, maintenance and safety.

The committee noted that no Faculty Safety Committees were yet in place. The College Safety Officer reported that he had written to the Faculty Deans with a view to meeting them to assist in setting up these committees

Mrs. Hook noted that Deans do not have accommodation and administrative staff may not yet be in place.

SA/07-08/17 - Radiological Safety Committee (Chair)

The College Safety Officer reported that the Radiological Safety Committee was previously chaired by the former Dean of Science. Since the election of a new Dean no replacement Chair has been appointed. While it was acknowledged that the Radiological Safety Committee was a sub committee of the College Safety Committee it was agreed that the Chair should be the Dean of Science or a senior member of the Science Faculty nominated by the Dean of Science. The College Safety Officer will write to the Dean of Science about this.

Section C

SA/07-08/18 – Minutes of the College BioSafety Committee

Draft minutes of the meeting of the College Biosafety Committee of Dec. 20th 2007 were circulated and noted.

SA/07-08/19 – Minutes of the Radiological Safety Committee

There were no minutes of the Radiological Safety Committee circulated.

SA/07-08/20 – AOB

In response to a query from Mrs. Hook the Radiological Protection Officer confirmed that there are contingency plans in place for any emergency involving radioactivity and a specific plan exists for the Cobalt irradiator in the Hamilton Building.

Date of Next Meeting

To be confirmed.

Signed _____
Chair of College Safety Committee,
Mrs. M. Coffey.

Date _____