

The University of Dublin

Trinity College

Minutes of the College Safety Committee Meeting held on 26th May 2008 in the Science Faculty Conference Room, 27-29 Westland Row.

Present Mrs. M. Coffey (in the Chair), Vice Provost (Prof. R. Byrne), Mrs. I. Hook, Mr. T. Kearney, Dr. F. Falkiner, Mr. P. Nowlan, Dr. R. Russell, Mr P. Mangan, Mr P. Mc Donnell, Mr. T. McMahon, Mr. N. Leddy, Mr. A. Frenda, Mr. T. Merriman.

Apologies Dr. E. Doorly, Dr. M. Bridge, Dr. D. McGrath

Section A

Minutes

SA/07-08/20—The minutes of the meeting held on 07th February 2008 were approved by the Committee and signed by the Chairperson.

Matters Arising

SA/07-08/21 – Occupational Health

Dr David McGrath sent his apologies for the meeting today. It was noted that Dr McGrath had met with the College Secretary and made proposals to him to change the Occupational Health Services Provider's contract.

SA/07-08/22 – Other

Mrs. Ingrid Hook noted that there was a lift out of commission intermittently over a four-week period in the Panoz/Smurfit Building. This caused difficulty for a user who had a broken leg and could not easily make her way down from the 4th floor in an emergency. There seemed to be a lack of communication between the service persons and staff in the area as nobody was informed once the lift was back in working order.

Section B

SA/07-08/23 - Hazardous Materials Facility

The Vice Provost reported that, at a meeting of the Secretary, Bursar, Vice Provost, Chair of the College Safety Committee, Director of Buildings and the College Safety Officer on March 6th 2008 it was decided that a technical dossier would be circulated to the College Safety Committee for their information.

The College Safety Officer went through the technical dossier in detail and highlighted the recommendations from Michael Slattery & Associates, Fire Safety Engineers and Don Menzies & Associates, Consulting Engineers. He indicated in his memo to the Director of Buildings how these recommendations have been complied with or, in the case of some of the recommendations, how they will be complied with in the future.

The Vice Provost queried whether an assessment of the '*small risk of leakage*' had been carried out. She could find nothing in the dossier in relation to this and inquired what the outcome of failure of containment would be. The College Safety Officer reported that when the floor was tested prior to being sealed water had leaked through the floor and dripped into the room below. Mrs. Hook recounted different scenarios where there had been other leaks in various parts of the building ranging from a deluge to a slow drip. The College Safety Officer stated that the likelihood of this happening in the Hazardous Materials Facility had been virtually eliminated by the primary and secondary containment measures that had been taken.

The Director of Building questioned how an explosive risk might arise. The College Safety Officer responded that measures were taken to eliminate solvent vapours and ignition sources and a solvent vapour detection system had been installed to detect vapours before they become a significant risk.

The Vice Provost could not see any assessment of security precautions against unauthorised access. The Director of Buildings indicated that a review of access to the goods lift could be undertaken and access arrangement to the lift and to the roof could be limited to designated persons. The external drum storage units will be padlocked.

The Vice Provost, referring to a letter from staff in the Genetics Department, queried what alternative fire suppression systems were appropriate. The Deputy Director of Buildings indicated that neither a sprinkler system nor gas suppression system were practical solutions. The basic first-aid fire extinguisher provision was all that was recommended in the Menzies report. The College Safety Officer reported that a separate dedicated fire detection and alarm system was installed in the unit and activation of this alarm system would trigger an automated call out to the fire brigade. Good practice would require all personnel to evacuate the area and allow the fire brigade to deal with any significant fire.

Mrs. Hook indicated that both the volume and range of solvents to be stored had significantly changed since the Menzies report was written in 2000. The College Safety Officer confirmed that the standard operating procedures in the facility had changed and the amounts to be stored internally are significantly less than anticipated and indicated in the Menzies report.

The Vice Provost questioned whether it was normal procedure to store flammable liquids at roof level. The Director of Buildings responded that the facility had been designed by professional architects and engineers with inputs from specialised fire safety consultants. Other locations on Campus were considered but there were no other practical alternative ground-level locations.

The Staff Secretary questioned if there had been any feedback to the staff in the Genetics Department following their letter to the College Safety Officer in 2000. The College Safety Officer indicated that a general meeting had taken place with the staff in Genetics, Don Menzies and himself that was well attended. The College Safety Officer has been in regular contact with Professor Humphries since this time and it was noted that Professor Humphries attended the College Safety Committee in late 2006.

The Chair of the Committee indicated that the issue being considered was the suitability of the roof top facility and not the suitability and risks associated with the ground level facility. For this reason the Committee did not have to consider reports from Dr Doorly and from staff of the Hazardous Materials Facility.

The Committee agreed to recommend to Board the relocation of the Hazardous Materials Facility from its current ground level location to the purpose-built facility on the roof of the Panoz/Smurfit buildings, following completion of the outstanding recommendations in the Menzies report, on the stated recommendation of the College Safety Officer and the Director of Buildings that, based on the advice of our external consultants, it is safe to do so.

SA/07-08/24 – Revised College Safety Management Structure/Subcommittees

The College Safety Officer had written to the three Deans to request a meeting with them to discuss the setting up of Faculty Safety Committees. The College Safety Officer has already met with two of the Deans. The Dean of the Faculty of Arts & Humanities has agreed to establish a Faculty Safety Committee. The College Safety Officer is liaising with the Faculty Administrator to progress this.

The Dean of Mathematics, Engineering & Science has indicated that he is not in a position to deal with any of these matters until such a time that a Faculty Administrator is appointed and he has established a Faculty Office.

There was no response from the Dean of Health Sciences. The College Safety Officer is liaising with the administrator in the School of Medicine with a view to establishing a School Safety Committee and will discuss similar committees in the School of Nursing and Midwifery and the School of Pharmacy.

The letter from the Radiological Safety Committee to the College Safety Committee regarding the absence of a Chair for the Radiological Safety Committee was noted. The College Safety Officer reported that he has spoken to the Dean of Science about this but the Dean indicated that he was not in a position to deal with this yet. The Committee agreed that either the Dean of Science or his nominee would be an appropriate person to Chair the Radiological Safety Committee. The Director of Buildings will contact the Dean of Science to request a nomination for the Chair.

SA/07-08/25 – Report on incident at CRANN Building

A section of metal from the roof of CRANN blew on to the street causing damage to a car on Pearse St. HSA have carried out separate investigations on this incident. The College has received a report from the contractor and the Health & Safety Authority are compiling a separate report which we have not yet seen sight of. The Director of Buildings noted that responsibility for the incident lies with the contractors. In response to a query he also advised that the responsibility for latent defects that might come to light in the future rests with the contractors.

SA/07-08/26 – Risk reduction budget

The College Safety Officer reported that he had discussed the risk reduction budget with the Acting Treasurer and had requested that the Risk Reduction Budget be increased to reflect the inflationary cost of salaries taken from the budget. The College Safety Officer asked the Acting Treasurer to advise how these salaries might be more appropriately funded from ARAM, Cista Communis or other appropriate source. The College Safety Officer is waiting further contact from the Acting Treasurer.

Section C

SA/07-08/27 – Incident Reporting System

The Director of Buildings Office is currently working on designing and implementing a more sophisticated incident reporting system. The new system will be web-based and will have broad reporting capabilities and the ability to analyse accidents, incidents and near misses. The College Safety Officer noted that there is currently a paper-based accident reporting system in place.

SA/07-08/28 – Minutes of the Radiological Safety Committee

Minutes of the Radiological Safety Committee held on 16th May 2008 were circulated

SA/07-08/29 – Minutes of College BioSafety Committee

There were no minutes from the BioSafety Committee Minutes

SA/07-08/30 - AOB

Trinity Ball – There were no significant incidents to report from the Ball. The main concerns arose with the build up to and the take down after the event. The Facilities Officer and the College Safety Officer tabled a report to Site & Facilities Committee that would allow College to dictate the construction schedule and would require the organisers to have a construction manager on site at all times during construction and take down.

The Vice Provost noted that the College Safety Officer had made a verbal presentation to the Site & Facilities committee on the 29 April 2008 and she noted the importance of the interaction of these two committees.

Date of Next Meeting

To be confirmed.

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

Date _____