

The University of Dublin

Trinity College

Minutes of the College Safety Committee Meeting held on 16th February 2009 in the College Board Room.

Present Prof J. Barkhoff (in the Chair), Mr P. Mc Donnell, Mr. T. Merriman, Ms O Sheehan, Dr. M. McKillen, Mr. R. Hodson.

Apologies Dr. E. Doorly, Mr P Mangan, Ms. O Foley.

Section A

SA/08-09/01 Minutes

The quorum for the College Safety Committee Meeting is nine. Only six members were present at this meeting and few apologies were received. However, as a meeting was not held in Michaelmas Term 2008, it was decided to go ahead with this scheduled meeting with the understanding that no decisions could be taken.

It was noted that it is only an interim measure that the Professor J Barkhoff would chair this committee.

SA/08-09/02 – The minutes of the meeting held on 28th May 2008 were approved by the Committee and signed by the Chairman.

Matters Arising

Matters arising from the minutes were discussed and have been recorded below, (see minutes SA/08-09/03 and SA/08-09/04).

SA/08-09/03 – Hazardous Materials Facility

It was noted that the Hazardous Materials Facility is moving, in accordance with the Board decision **BD/07-08/335**, towards operating at full capacity but that technical difficulties relating to fire detection have delayed full operation. It is expected that the installation of flame detection equipment and additional floor sealing will be complete by the end of March 2009 to facilitate full operation.

Dr. McKillen questioned if this facility would be moved to the new BioSciences Building. The College Safety Officer said that it is proposed to retain the facility on Campus to service College but that it could not service the offsite BioSciences Building due to restrictions on transporting hazardous materials and waste on the public highways.

Consideration is currently being given to the requirement for similar facilities in the BioSciences Building. Dr. M. McKillen highlighted, as a related issues, the need for any such facility to be managed or supervised and with a multiplicity of Schools moving into the new building no one School will take responsibility for such common facilities. Appropriate management systems are required to ensure any such new facility won't be used as dumping ground.

SA/08-09/04 – Risk Reduction

In the absence of a quorum this item was deferred to the next meeting

Section B

SA/08-09/05– Safety planning for the new Biosciences Building on Pearse Street

Dr. McKillen noted that when College plans new buildings it has proven difficult to have sufficient safety input with a view to benefiting from past experiences and developments in safety legislation and standards. He had written to the Director of Buildings to ascertain how safety issues are being addressed and had detailed, in a 9 page document to his Head of School, some of the safety concerns that need to be considered. There is currently no formal input from the College Safety Office into the design and construction of new buildings. It was noted that retrospective or remedial work is very costly and that new facilities need to be designed to last.

The College Safety Officer pointed out that in the past it was practice to formally consult the College Specialist Hazard Advisors but this arrangement had fallen into disuse. The Deputy Director of Buildings reported that consultation with the future users of the facility is ongoing. He requested Dr. McKillen to forward his paper to him and undertook that the Director of Buildings Office would organise consultation with the Specialist Hazard Officers

Professor J Barkhoff welcomed comments on behalf the Director of Buildings Office about safety issues in Bio Sciences and suggested that a meeting be set up as soon as possible.

SA/08-09/06– Health Sciences Faculty Safety Committee – Establishment of Committee, Terms of Reference and membership

The Faculty of Engineering, Mathematics & Science and the Faculty of Arts Humanities & Social Sciences have sub committees have been established and have met.

The Faculty of Health Sciences has not set up a Safety Committee as yet. Professor Barkhoff will write to the Dean and request that they establish a faculty safety committee as soon as possible. Once commitment is received from the Dean the College Safety Officer will assist in the establishing the committee.

Section C

SA/08-09/07 - Terms of Reference

The Terms of Reference for the College safety Committee have not yet been brought to Board for approval.

It is proposed to bring the Terms of Reference to Board for approval noting that the Vice Provost is no longer a member of the College Safety Committee and that the committee is chaired by the Registrar.

Dr. McKillen advised that the view of the Health & Safety Authority is that a senior member of staff must chair the committee.

Ms Sheehan noted that the Administrative staff sub committee referred to in 3.5 of the Terms of Reference relates to non-Faculty Administrative staff.

SA/08-09/08 – Report of the College Safety Officer

The College Safety Officer reported on the establishment of the Administrative/Support Services Safety Committee. The interim chair of the committee is the Acting College Secretary and the committee is supported by the Office of the Chief Operating Officer.

The College Policy on Animal Allergy is being reviewed and an external medical consultant has been commissioned to contribute to this review. On receipt of his report and recommendations the policy will be revised and brought forward for approval.

The College Safety Officer reported that pre-fire plans and registers will be in place in all residential buildings on campus by the end of March and all heritage buildings by the end of year.

A draft College Emergency Plan is being widely circulated through College for comment before being brought to Board for approval. Prof Barkhoff expressed the view that the plan should have the approval of the College safety Committee before going to Board. He will discuss this with the CoO and asked that this be an agenda item for the next meeting.

SA/08-09/09 – Report from Radiological Safety Committee

Dr. Mc Killen reported, on behalf of the Radiological Safety Committee that consideration was given to the relocation of a significant radioactive source from the Hamilton to the new Biosciences Building. The relocation will be subject to license from the RPII and due account should be taken, particularly in local emergency procedures, of the fact that the building also contains non-Trinity commercial uses and of the proximity to the local train station.

The Radiological Safety Committee recommended that, in the interest of radiological security, that the building should have a 24-hour security presence.

SA/08/09/09 – Report from the Biosafety Committee

Dr. McKillen reported that the BioSafety Committee was formed in 2007 as sub committee of College Safety Committee.

It is currently revising the College Biological Safety Policy and the associated risk assessment forms and when the review is completed these will be brought to the College safety Committee for approval.

The committee is also reviewing the College's training course for those working with biological agents. The committee is considering mechanisms for ensuring compliance with the GMO licensing requirements on a College-wide basis

On the 5th of January an Assistant Safety officer (Biological Safety) was appointed to the College safety Office.

Date of Next Meeting

To be confirmed.

Signed _____
Chair of College Safety Committee,
Professor J Barkhoff

Date _____