

The University of Dublin

Trinity College

**Minutes of the College Safety Committee Meeting held on 2nd April 2009
in the College Board Room.**

Present Prof J. Barkhoff (in the Chair), Ms O. Sheehan, Ms. A. FitzGerald, Dr. M. McKillen, Dr. E. Doorly, Ms Katrin Dreyer-Gibney, Ms. V. Butler, Mr. P. Mangan, Dr. D. McGrath, Mr. J. Byrne. Mr. B. Garrahan. Ms. O. Foley. Mr. T. Merriman

Apologies Dr. R. Hodson, Mr. T. McMahan

Section A

SA/08-09/11 Minutes

The Chairman welcomed all to the Trinity Term College Safety Committee Meeting. He also welcomed Ms Katrin Gibney who attended from the Chief Operating Officer's Office.

The minutes of the meeting held on the 16 February 2009 were approved and signed by the Chairman subject to a minor change in minute sequence numbers.

The Chairman noted that, as the last meeting had not been quorate, no decision had been taken.

Matters Arising

Matters arising from the minutes were discussed and have been recorded below, (see minutes SA/08-09/12 to SA/08-09/13).

SA/08-09/12 – Terms of Reference

The Chairman reported that the Terms of Reference would go to Board at an early future meeting.

The Chairman reported that he had written to the Dean of the Faculty of Health Sciences about the Faculty Committee.

The Chairman discussed the position of Chair of the College Safety Committee with the College Safety Officer. It is considered that the Chief Operating Officer is the most appropriate person to chair this committee. This proposal will be brought to Board.

SA/08-09/13 – Safety planning for the new Biosciences Building on Pearse Street

The Director of Buildings reported that he had requested the project officer to arrange a meeting with the Specialist Hazard Officers to review the plans of the proposed Biosciences Building.

Section B

SA/08-09/13 – Draft College Emergency Plan

In the absence of the Chief Operating Officer the Acting Secretary introduced this item. The Acting Secretary advised the Committee that an Emergency Plan was drafted by the Chief Operations Officer, in conjunction with the College Safety Officer and the Acting Secretary to the College, as requested by the Provost to deal with both minor and major issues that may arise. The drafting process involved consultation with relevant College areas and committees. The plan had been circulated to committee members in advance for their perusal.

On approval of the approach outlined in the document, a series of plans will be developed by those areas with front-line responsibility for responding to emergencies. It is also proposed to develop easy-reference guidelines to provide clarity for the roles of specific individuals and areas and she noted that the plan will be tested and up-dated on a regular basis.

Ms. Sheehan commented that the terminology is confusing and the Acting Secretary noted that this had been a difficulty the whole way through the drafting process as the document tried to incorporate pre-existing documents, procedures and titles with new ones.

The idea of flow chart to clarify responsibilities was welcomed by the Committee.

Dr. Doorly was concerned that sensitive information and contact details should not be in the public domain. The Acting Secretary noted that such information would have limited circulation within College on a need-to-know basis.

Dr. McKillen noted that, if there is a crime, outside bodies such as the Garda will take control and their procedures will take precedence over our Emergency Plan.

Mr. Grennan noted that Safety representatives were not mentioned in the Emergency Plan and the committee agreed that this could be considered in a review of the plan.

Following further discussion on details, the committee recommended the plan be approved by Board. The Chair thanked all those who had an input into the Emergency Plan.

SA/08-09/14– Risk Reduction Budget 2008-2009

The College Safety Officer tabled proposals for the expenditure of the Risk Reduction Budget for 2008/9. It was noted that the EMS Faculty Safety Committee had agreed to set up an EMS Faculty Safety Fund with a contribution of €100,000 for the Dean, €100,000 from Risk Reduction Budget and matched funding from the Schools. In consideration that most of the Risk Reduction Budget for previous years has been allocated to fire safety improvements in the Arts Building it was agreed that this allocation to EMS Faculty was reasonable.

Ms Sheehan questioned whether items not listed by the Safety Office could be included. It was noted that such items could be brought to the committee through the relevant sub-committees.

Dr. McKillen pointed out that many of the issues related to buildings rather than safety management. The Director of Buildings commented that many of these are legacy issues over hundreds of years.

The Committee approved the proposed allocation tabled by the College Safety Officer.

SA/08-09/15- Approval of Terms of Reference of Radiological Safety Committee

Dr. Doorly outlined the new Terms of Reference that were agreed by the Radiological Safety Committee. The new Terms of Reference are broadly in line with the structure of the Terms of Reference for the other sub committees of the College Safety Committee. The College Safety Committee approved these Terms of Reference.

Section C

SA/08-09/16– Report from the College Safety Officer

The College Safety Officer had nothing to report that was not already discussed under other headings.

SA/08-09/17 – Report from the Faculty of Arts, Humanities and Social Sciences Safety Committee.

Minutes of a meeting held on Tuesday 8th July 2008 were circulated. This committee met again on March 30th 2009 and heard updates on the progress on School Safety Statements, discussed the Draft Emergency Plan and took a report from the College Fire/Safety Officer.

SA/08/09/18 – Report from the Faculty of Engineering Mathematics and Science Safety Committee

Ms. Butler reported that the inaugural meeting of the Faculty of Engineering, Mathematics & Science Safety Committee Meeting took place on the 29th January 2009. Another meeting took place on Feb 27th 2009. The minutes of these meetings are available on the Faculty Office web page. Ms. Butler introduced the Faculty safety representative, Mr. Rory Greenan, to the Committee.

It was reported that, arising out of concerns expressed at the EMS Faculty Safety Committee regarding the current provision of Occupational Health Service, a meeting of the Acting Secretary, Dr. D. McGrath, the Dean of the Faculty, the Acting Chief Operating Officer and the College Safety Officer was scheduled to take place on April 3rd 2009.

The Chairman welcomed this initiative. He questioned if the existing College Health Service was the most appropriate way to deal with Occupational Health.

In response to a minute of the Faculty Safety Committee the Director of Buildings Office indicated that facilities for the large-scale use and storage of Liquid Nitrogen in the new Biosciences building will be discussed at a meeting in early April 2009.

SA/08/09/19 – Report for the Administrative/Support Services Safety Committee

The Acting College Secretary had agreed to chair the initial meeting that took place on the March 9th 2009. She reported that there were still some departments who had not nominated a member to this sub-committee and she will work towards getting full representation. Minutes of this meeting will be brought to the next College Safety Committee Meeting.

SA/08/09/20 – Report of the Radiological Safety Committee

Dr. Doorly reported on the meeting held on the 13th November 2008. She noted that, following the security audit by the Garda Crime Prevention Unit & Radiological Protection Institute of Ireland (RPII), it was recommended that CCTV equipment would be installed to monitor the location and surrounding of the irradiator in Biotech Building.

Dr. Doorly also reported that the RPII license was due for renewal and that there was an increase in the renewal cost.

Another meeting took place on the 13th March 2009, minutes of which will be circulated at the next meeting of the College safety Committee.

SA/08/09/21 – Report of the Biosafety Safety Committee

Dr McKillen reported that this committee met on 12th March 2009 and approved new risk assessment form that will be in use from September 2009 onwards. An Assistant College Safety Officer (Biosafety) has taken up his appointment. A one-day training course is planned for May. The format of this training is currently being discussed with a view to get participants engaged with more practical elements.

SA/08/09/22 – A.O.B

It was noted that Sick Building Syndrome and Bullying are not addressed in the College Safety Statement. The College Safety Officer pointed out that there is a comprehensive College Policy on Bullying and a well-developed and resourced response system and that sick building syndrome should be addressed, where relevant, in local safety statements. The College Safety statement is updated on an on-going basis to reflect changes in responsible personnel and with changes in legislation.

The College Safety Office reported that no further progress had been made on the implementation of a comprehensive computer-based Accident Reporting System. Plans have been developed for such a system that would include all accidents, incidents and near misses.

There being no further business the Chairman expressed his thanks to the College Safety Committee and the meeting concluded.

Date of Next Meeting ;to be confirmed

Signed _____
Chair of College Safety Committee,
Professor J Barkhoff

Date _____