

The University of Dublin
Trinity College

Minutes of the College Safety Committee Meeting held on 13th May 2010 in the College Board Room.

Present:

Professor J. Barkhoff, Registrar – Chair

Ms O. Sheehan – Representative, Faculty of Arts, Humanities & Social Sciences Safety Committee

Ms V. Butler - Representative, Faculty of Engineering, Mathematics & Sciences Safety Committee

Ms A. FitzGerald - Representative, Administration/Support Services Safety Committee

Dr M. McKillen – Representative of the College Biosafety Committee

Dr E. Doorly – Representative, of the Radiological Protection Safety Committee (RPO)

Mr. P. McDonnell – Deputy Director of Buildings

Mr J. O'Byrne – Deputy Safety Representative, Buildings Office

Dr J. Labrador – Safety Representative, Engineering Mathematics & Science Faculty

Mr R. Hodson – President, Graduate Students Union

Mr T. Merriman – Secretary, College Safety Officer (CSO)

Apologies:

Ms A. Taylor – Staff Office

Dr D. McGrath – Medical Director, College Health Centre

Mr P. Mangan – Director of Buildings

In attendance: Ms C. Coyne, Director of Buildings Office

Dr P. Karageorgis, School of Mathematics

Section 1 - Minutes

SA/09-10/14

The minutes of the meeting held on 25th February 2010 were approved by the Committee and signed by the Chairman subject to the following amendment:

SA/ 09-10/12 – Report from the Biosafety Committee

This minute was amended to read '*Ms Sheehan would investigate if there is a suitable nominee to attend the committee*'.

Section 2 - Matters Arising

The matters arising from the minutes were discussed and have been recorded below (see Minutes SA/09-10/15 and SA/09-10/16)

SA/09-10/15 – Revised policy on Smoking in College

The College Safety Officer circulated the amended 'Smoking in College' policy. Under the heading 'Policy' the following sentence was included. '*Smokers are asked to be cognisant of the effect of smoke on others and not to smoke in the vicinity of entrance doors, opening windows and entrances to enclosed area/tunnels/porticos*'.

Ms Sheehan queried what would be the best way to request congregated groups to disperse. The Registrar suggested that if a person does not feel comfortable asking smokers to move on that they should ask Security to do this.

Dr. Doorly suggested that the making the Smoking Policy more visible in these smoking areas would help make everyone aware of the situation. The College Safety Officer has already discussed additional signage with the Facilities Officer.

SA/09-10/16 – Proposal on College Green Bus Corridor

The Faculty of Arts, Humanities & Social Sciences Safety Committee had discussed this proposal and was unable to support it. The Faculty of Engineering, Mathematics & Sciences,

while supporting the proposal, did not believe it was appropriate to the Safety Committee and should be dealt with by the Site and Facilities Committee.

The Deputy Director of Buildings reported that the Director of Buildings has brought forward a Development Control Plan for College and that this proposal could be dealt with at the Site and Facilities in the context of this Plan. The Safety Committee agreed to this approach.

Section – B

SA/09-10/17 – Establishment of College Chemical Safety Committee

Under its Terms of Reference the College Safety Committee should have, as one of its sub-committees, a College Chemical Safety Committee. The College Safety Officer circulated draft Terms of Reference for the Chemical Safety Committee. These may be reviewed, amended and approved by the Chemical Safety Committee when it is formed. Subject to an amendment relating to the quorum, these terms of reference were agreed.

The Committee agreed that the Dean of the Faculty of Engineering, Mathematics & Sciences should be asked to suggest an appropriate person to chair this sub-committee and that the College Safety Officer should proceed with the establishment of this sub-committee in the next academic year.

Section – C

SA/09-10/18 – Report from the Faculty of Arts, Humanities and Social Studies Safety Committee

Minutes of the meeting held on the March 31st 2010 were circulated.

Time of evacuation in the Arts Building was discussed and it was noted that people are not using the 'extreme stair wells'. It was noted that evacuation instructions are posted on the lecterns in all lecture theatres in the Arts Building

SA/09-10/19 – Report from the Faculty of Engineering, Mathematics & Science Safety Committee.

Ms. Butler noted that the last meeting of this Committee was held on the 10th March 2010 and that these minutes are now up on the Faculty's web site.

She also reported that there is a Health & Safety booklet up on the web.

Dr Labrador expressed his concerns about the safety of transporting containers of liquid nitrogen between the large vessel at the Fitzgerald Building and other buildings around College. These containers are very large and the surfaces they are being transported over are rough and worn.

The College Safety Officer agreed to meet with Dr. Labrador to review this situation and will report back to the Faculty Safety Committee.

SA/09-10/20 – Report from the Faculty of Health Sciences Safety Committee

The College Safety Officer reported that the Health Science Safety Committee is in place. They have met on an ad-hoc basis with the Faculty Administrator, Dr J. Richardson, in the chair but have not yet properly constituted themselves. As yet a Chair has not been formally appointed and no Terms of Reference have been agreed upon.

Another meeting will be scheduled for the near future which the College Safety Officer will attend. The College Safety Committee request draft minutes and Terms of Reference from the Health Sciences Safety Committee be presented for approval.

SA/09-10/21 – Report from the Radiological Safety Committee

The Radiological Protection Officer informed the committee that the meeting scheduled for 6th May 2010 was postponed and draft minutes of the meeting of 25th Feb. 2010 have been circulated.

The RPO reported that the Radiological Protection Institute of Ireland (RPII) requested confirmation in writing that College had a repatriation agreement for the irradiator in Biochemistry and had sufficient funding to return the irradiator if necessary. The RPII also required details of security arrangements in place.

She responded to the RPII with most of the information required but was unable to provide confirmation of availability of funding. The Treasurer and the Faculty Dean are to meet to discuss this.

The Committee noted their strong support for Dr Doorly's efforts to ensure compliance with the Regulations.

SA/09-10/22 – Minutes of the meeting of the Biosafety Committee held on May 6th 2010

The minutes of the Biosafety Committee meeting held on the 6th May were circulated. Dr M McKillen made a verbal annual report from the Bio-Safety Committee to the College Safety Committee. In it he mentioned, among other things, his concerns relating to the design of Category 3 facilities in the new Biosciences Building, the inadequacy of the current arrangements for validating autoclaves and safety cabinets, attendance by relevant PIs at Biological Safety Training and mentioned the HSA draft regulations on Biological Agents.

Dr. Mc Killen informed the Committee that he will be retiring on the 30th Sept 2010. The Committee thanked Dr. Mc Killen for his exemplary work in Safety throughout the years and wished him well in his retirement.

AOB

SA/09-10/23 – Impending Audit from the HSA

The College Safety Officer informed the Committee that the HSA intends to carry out an audit in October 2010. This audit will take one or two days to carry out. We are not certain yet of the areas that will be targeted. This audit will likely focus on safety statements, hazard identification/risk assessments and the safety management system in College generally.

The absence of Safety Representatives in some areas was discussed. It was agreed that existing Safety Representatives would meet as a group and that College would facilitate the election of Safety Representatives where there are gaps.

The safety aspects of the physical design of the Biosciences were discussed including the delivery arrangements/traffic management where the interface with pedestrians and the public, the evacuation of the building on to a busy public road, security concerns around animal rights activists and relationships with the neighbouring residents.

The Director of Buildings or his Deputy will update the committee on these aspects of the project at the next meeting

No bids have been received on the 2010 Risk Reduction allocation. The committee agreed that the College Safety Officer will bring forward spending proposals to the next meeting.

It was proposed that the College Emergency phone should appear prominently on the College website homepage. The College Secretary will arrange for this to happen.

The Committee thanked the Registrar, Dr. J. Barkhoff, for his excellent stewardship of the Committee over the past two years and agreed that this should be recorded in the minutes.

SA/09-10/24 – Next Meeting

The next College Safety Committee meeting is scheduled for October 21st 2010 at 14.00.

Signed.....

Date...21/10/2010

Ms. D. Kneafsey,
Chief Operating Officer.