

**The University of Dublin**  
**Trinity College**

**Minutes of the College Safety Committee Meeting held on 21<sup>st</sup> October 2010 in the  
College Board Room.**

**Present:**

Ms D. Kneafsey – Chief Operating Officer, Chair

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

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

Dr J. Richardson - Representative, Faculty of Health Science Safety Committee

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

Mr F. Mangan – Representative of the College Biosafety Committee

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

Mr. P. Mangan – Director of Buildings

Dr D. McGrath – Medical Director, College Health Centre

Mr E. Rhatigan – Safety Representative, Facilities

Ms S. Fleming – Welfare Officer, Students Union

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

**Apologies:**

Ms N. Murray – Board Representative

Ms D. Lawless – President, Graduate Students Union

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

The Committee welcomed Ms Darina Kneafsey, Chief Operating Officer, as Chair of the College Safety Committee.

The Chair thanked Professor Juergen Barkhoff, the previous Chair, for his excellent work on the committee over the past two years.

## **Section A**

### **Minutes**

**SA/10-11/01** - The minutes of the meeting held on 13<sup>th</sup> May 2010 were approved by the Committee and signed by the Chairman.

### **Matters Arising**

The matters arising from the minutes were discussed and have been recorded below (see Minutes SA/10-11/02 and SA/10-11/03)

#### **SA/10-11/02 – Establishment of the College Chemical Safety Committee**

The Dean of the Faculty of Engineering, Mathematics & Sciences had suggested two possible names as Chair of the College Chemical Safety Committee. The College Safety Officer is following up on these and expects to have the first meeting of this committee before the end of the current term.

#### **SA/10-11/03 – Emergency Telephone Number**

The College Safety Officer reported that the College Emergency Telephone number was added to the TCD Homepage. However, this resulted in the emergency number receiving many non-emergency queries from outside the College. The Committee decided to remove this number from the Global Homepage and instead list it on the Local Homepage only.

## **Section – B**

### **SA/10-11/04 – Revised Terms of Reference for the College Safety Committee**

The revised Terms of Reference of the College Safety Committee were circulated. The revised terms now show the Chief Operating Officer as the chairperson of the committee.

The College Safety Committee approved the revised terms of reference and recommended that they be brought to Board for approval.

### **SA/10-11/05 – Health & Safety Authority Audit - update**

The College Safety Officer reported that an inspector from the Health & Safety Authority had commenced a safety audit in College on Tuesday 19<sup>th</sup> October. He carried out an overview of the College safety management system and reviewed the College Safety Statement, risk assessment procedures, written safety policies, the assignment of responsibilities and our consultation procedures including our safety committee structures. A general walkabout was conducted and four separate areas were audited, two academic areas and two support services areas.

The audit will continue for a further two days on the 28<sup>th</sup> & 29<sup>th</sup> October 2010 and an additional day of specific inspections covering Biological, Carcinogenic and Chemical Agents will take place on the 2<sup>nd</sup> November 2010.

The Chair questioned if the areas inspected were high risk areas. The College Safety Officer noted that the areas selected seemed to be random. The most significant deficiency so far seemed to be the inadequacy of written risk assessments in some areas.

The Committee agreed that the Safety Office should put in place a system for auditing the adequacy of local safety statements and risk assessments. It was noted that the Safety Office is planning a workshop for School/Department Safety Officers on writing safety statements and documenting risk assessments in the near future

### **SA/10-11/06 – Proposals for expenditure of the €487,000 Risk Reduction Budget**

The College Safety Officer tabled proposals for the expenditure of the Risk Reduction Budget.

He noted that, in line with the decision of the last committee meeting, some of these projects had proceeded over the summer holidays and were already completed.

The College Safety Officer noted that a small amount of money was earmarked for handrails in internal and external areas of College such as the Dining Hall steps, The Pavilion bar and others. He noted that such deficiencies in some of these areas were independently commented on in the HSA inspection. It was noted that that there are Planning and Conservation issues associated with these but it is necessary that College address these deficiencies and proceed with the necessary permissions for them.

The Director of Building commented that this is not just a Health & Safety issue but also an accessibility issue and that he would see if some funding is available under that heading.

The Committee approved the proposals for the expenditure of the Risk Reduction Budget.

### **Section – C**

#### **SA/10-11/07 – Report from the Faculty of Arts, Humanities and Social Studies Safety Committee**

No meeting has taken place since the last College Safety Committee meeting and the next meeting will take place later this term.

#### **SA/10-11/08 – Report from the Faculty of Engineering, Mathematics & Science Safety Committee.**

The next meeting of this committee will take place in November. Schools have been written to to ensure that they have an up-to-date safety statement and risk assessment and they have been asked to bring these forward to the Committee.

#### **SA/10-11/09 – Report from the Faculty of Health Sciences Safety Committee**

The College Safety Officer welcomed Dr Joseph Richardson from the Faculty of Health Sciences.

Dr Richardson reported that the College Safety Officer attended the last meeting of this Committee on the 10<sup>th</sup> June 2010. This Committee has adopted Terms of Reference which

are now up on the Faculty of Health Science web page and it is hoped that this Committee will convene once a term. It was noted that a large portion of teaching done in this Faculty takes place in hospitals and other healthcare locations outside the direct control of College.

### **SA/10-11/10 – Report from the College Radiological Safety Committee**

Draft minutes of the meeting held on the 25<sup>th</sup> June 2010 were circulated. This Committee is due to meet again on the 5<sup>th</sup> November 2010.

Dr Elaine Doorly, The Radiological Protection Officer, had reported back to the Radiological Protection Institute of Ireland (RPII) with plans of the new Biosciences Building. College will soon have to apply for a licence and provide Risk Assessments and Method Statements for work with radioactive sources in this building.

Dr Doorly informed the committee that the RPII will carry out an inspection in College on Friday 22<sup>nd</sup> October 2010. The inspection will include sources stored in the Fitzgerald Building and an example of unsealed sources. In addition the RPII want to inspect documentation and to view the Irradiator in the School of Biochemistry.

### **SA/10-11/11 – Minutes of the meeting of the Biosafety Committee held on May 6th 2010**

Mr Frank Mangan, Biological Safety Officer, attended as representative of the BioSafety Committee. He reported that the Environmental Protection Agency will be coming to College on the 9<sup>th</sup> & 10<sup>th</sup> November 2010. They will inspect documentation and Standard Operating Procedures in laboratories that are licensed for the storage and use of Genetically Modified Organisms. He further reported that Dr M. McKillen will continue to chair this committee once his post-retirement arrangements are confirmed with the School of Biochemistry.

### **SA/10-11/12 - A.O.B**

Dr David McGrath, Medical Director, noted the publicity around a controlled explosion carried out by the army in the Royal College of Surgeons and questioned whether a similar situation might arise here in College. There are some legacy waste chemicals in areas in the east end of College but the problem is that many are unidentified and unmarked and cannot easily be disposed of. The ownership of many of them is not known.

Ms Vicky Butler said she will include this on the agenda for their next Faculty Committee meeting. In the meantime the College Safety Officer, The Dean of the Faculty of Engineering, Mathematics & Science and Ms. V. Butler will develop proposals for dealing with them. The COO offered her assistance if required.

Mr Eugene Rhatigan reported that the group of Safety Representatives had met and agreed to rotate their attendance at the College Safety Committee.

Following a brief discussion on the role of the Safety Office the meeting concluded.

**SA/10-11/13 – Next Meeting**

The next College Safety Committee meeting is scheduled for, February 24<sup>th</sup> 2011, at 2.00pm.

Signed.....

Date.....

Ms. D. Kneafsey, Chairperson

Chief Operating Officer