

The University of Dublin

Trinity College

**Draft Minutes of the College Safety Committee Meeting held on 28th October 2011 in the
College Board Room.**

Present:

Ms D. Kneafsey – Chief Operating Officer, Chair

Ms N. Murray – Board Representative

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

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

Dr M. McKillen – Representative of the College Biosafety Committee

Mr P. Mangan - Director of Buildings

Mr M McAndrew – Vice-President of Graduate Students' Union

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

Dr. P. Karageorgis – Safety Officer, School of Maths

Apologies:

Mr E. Rhatigan – Safety Representative, Buildings Office

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

Ms V. Butler – Representative, Faculty of Arts, Humanities & Social Sciences Safety
Committee

Dr D. McGrath – Medical Director, College Health Centre

Mr T. McMahon – Human Resources Department

Ms L. Miller – Students' Union

In attendance: Ms H. Wheeler, Director of Buildings' O

Section A

Minutes

SA/11-12/01 - The minutes of the meeting held on 19th May 2011 were approved by the Committee and signed by the Chair.

Matters Arising

The matters arising from the minutes were discussed and have been recorded below (see Minutes SA/11-12/02 and SA/11-12/)

SA/11-12/02 –College Chemical Safety Committee

The first meeting of the College Chemical Safety Committee is scheduled to take place on 24 November 2011.

SA/11-12/03 – Legacy Chemicals Issue

The College Safety Officer reported that 95% of the legacy chemical waste in the Old Chemistry Store and HMF huts has been disposed of. The remainder are currently being processed.

Section – B

SA/11-12/04 – Risk Reduction Budget Allocation

The proposed budget allocation was tabled in the agenda. When recurring annual allocations are accounted for a discretionary amount of €359,000 is available. In previous years large tranches of the budget were taken up by major projects such as Fire Safety improvements in the Arts Building or the upgrade of the Moyne Institute teaching laboratory. Mr Merriman proposed a once-off allocation to each of the representative sub-committees to allow them to address some local safety issues through these committees

It was agreed that allocation/prioritisation of this funding will be done at sub-committee level without reference to the College Safety Committee.

College is currently awaiting recommendations from a Conservation Architect for handrails and edge protection on external steps and raised areas of our heritage buildings in Front Square. An allocation is proposed to implement the first phase of these recommendations

The proposals for the allocation of the Risk Reduction Budget were approved.

In response to a query from the Chair the College Safety Officer outlined how he makes proposals for the budget allocation based on a risk register compiled a number of years ago. The Chair recommended that the risk register be updated.

Actions: Risk register to be updated by the College Safety Officer

SA/11-12/05 – Fire Wardens in College Buildings

This item was raised in the context of the revised College Emergency Response Plan (ERP) that will be rolled-out over the next few months.

It was noted that approximately 40 fire wardens have been trained in the past year. Fire wardens are appointed by Heads of School/Department but should be appointed/co-ordinated on a building basis. There is a shortfall of fire wardens in some multi-occupier buildings. Some departments have all their fire wardens concentrated in one area, leaving a deficit in other areas/buildings.

The Director of Buildings Office maintains a register of and training records of Fire Wardens but have difficulty in getting comprehensive information from some Schools/Departments.

There is a lack of clarity as to who is responsible for Fire Safety in some multi-user buildings where no Head of Building has been formally appointed and there appears to be an unwillingness to co-operate with these appointments in some areas. It was agreed that this needs to be addressed, especially in buildings such as the Biomedical Sciences Institute in which a large number of people are concentrated.

Actions:

- Safety Office to request regular fire warden updates from Schools/Departments
- The Safety Office to identify gaps in Fire Wardens coverage
- Multi-user buildings to have clear policy on appointment of fire wardens
- The Chair is to place the issue of Fire Wardens on agenda of a forthcoming Executive Officers' meeting

SA/11-12/06 – Report of the College Safety Officer on safety activities in 2010 - 2011

The College Safety Officer tabled a report on activities of the Safety Office for 2010 – 2011 and highlighted some of the significant aspect of the report;

- The HSA Audit in College
- The establishment of the College Chemical Safety Committee
- The increased number of training courses and of persons trained
- The disposal of more than 140 items of legacy radioactive waste

Dr McKillen noted the absence of any analysis of accidents in College. The College Safety Officer responded that all accidents reports are submitted on paper to the College Safety Office and follow-up investigations carried out where necessary. On average 200 incidents per year are reported. It was suggested that these reports could be an indicator of how to prevent further accidents or incidents.

The College Safety Officer reported that previous efforts to construct a bespoke computerised accident reporting system were unsuccessful but an off-the-shelf system is

currently being considered. The committee endorsed the report with the proviso that an analysis of accident reports be included. The Committee agreed that the modified report be brought back to the next meeting as an appendix to an Annual Report of the College Safety Committee which will be presented to Board.

Actions:

- College Safety Office to computerise accident reports
- An Annual Report of the College Safety Committee to be brought to the next meeting for approval and submission to Board.

SA/11-12/07 – Report on the recent fire in Botany Building

A written report on the fire that occurred in the Botany Building on August 18th 2011 was presented to the meeting. All of the emergency procedures and systems worked effectively during the event.

The root cause of the fire has not yet been conclusively determined but it is thought to have originated in a motor mounted externally on the roof. A Forensic Engineer's report is expected to confirm that conclusion

Section – C

SA/11-12/08 – Report from the Faculty of Engineering, Mathematics & Science Safety Committee.

The Faculty of Engineering, Mathematics & Science Safety Committee did not meet in June as scheduled, due to the Queen's visit. They re-scheduled meeting, due in the coming

weeks, has again been postponed. This committee is generally quite active and the College Safety Committee does not see this as a worry.

Actions:

- No action required

SA/11-12/09 – Report from the Faculty of Health Sciences Safety Committee

There was no report from this committee. The College Safety Officer is to contact the chair of the committee and request a report.

Actions:

- The College Safety Officer is to request a report.

SA/11-12/10 – Draft minutes of the meeting College Radiological Safety Committee held on the 23rd June 2011.

The minutes of the last meeting of the College Radiological Safety Committee meeting were tabled. Dr Doorly reported that the HASS irradiator was successfully relocated to the Biomedicals Sciences Institute Building. Some additional security precautions were recommended by the Garda National Crime Prevention Office and these are being progressed with the builder.

Dr. Doorly reported that funding is being made available by the HEA to third level institutes for the disposal of redundant radioactive materials. The deadline for the use of this fund is August 2012. College has already spent €10,000 on the disposal of approximately 150 redundant sources and there are up to 200 more for disposal. Proposals for their disposal are being sought from licensed companies.

Concern was expressed that the Science Gallery had invited the public to bring radioactive substances into the Gallery.

The Chair commended the Radiological Safety Committee.

Actions:

- Dr Doorly to progress the disposal of remaining redundant radioactive materials.

SA/11-12/11 – Draft minutes of the Administrative/Support Services Safety committee meeting dated 18th October 2011

The minutes of the last meeting of the Administrative/Support Services Safety committee were tabled. A review of Safety Statements was carried out and the committee discussed, among other things, the College Emergency Response Plan. It was noted that the new paving in Front Square should help keep College safer in snowy conditions.

Actions:

- No action required

SA/11-12/12 – Draft minutes of the Faculty of Arts, Humanities and Social Studies Safety Committee

There was no report from this committee.

SA/11-12/13 – Report from the Biosafety Committee

Dr. McKillen reported that outstanding snags with the Biosafety Class 3 facility in the Biomedical Sciences Institute Building have been dealt with.

The EPA inspected the Trinity Centre for Health Sciences in St. James' Hospital, and a favourable report was issued.

The committee had drafted policies on Waste Management and on Validation of Autoclaves with a view to implementing them initially in the Biomedical Sciences Institute.

Actions:

- Dr McKillen to arrange for minutes of the meeting to be circulated/

SA/11-12/14 - A.O.B

No further issues were discussed

SA/11-12/15 – Next Meeting

The next College Safety Committee meeting is scheduled for 24th February 2012, at 2.00pm.

Signed.....

Date.....

Ms D. Kneafsey, Chair

Chief Operating Officer