

**The University of Dublin**

**Trinity College**

**Draft Minutes of the College Safety Committee Meeting held on 24<sup>th</sup> February 2012 in the  
College Board Room.**

**Present:**

Ms D. Kneafsey – Chief Operating Officer (COO), Chair

Ms N. Murray – Board Representative

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

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

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

Dr J. Richardson – Representative, Faculty of Health Sciences Safety Committee

Dr M. McKillen – Representative of the College Biosafety Committee

Dr. M. Bridge – Representative, College Chemical Safety Committee

Mr P. Mangan – Pat M.C. Donnell (DDoB) attended for Director of Buildings

Dr D. McGrath – Medical Director, College Health Service

Mr B. Garrahan – Safety Representative, Library Services

Mr E. Rhatigan – Safety Representative, Facilities

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

**Apologies:**

Ms K. O' Doherty – Representative, Faculty of Engineering, Mathematics and Science  
Safety Committee

Mr T. Mc Mahon – Representative, Human Resources Department

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

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

Mr M. McAndrew – President, Graduate Students Union

Ms L. Miller – Students' Union

**In attendance:** Ms S. Dixon, Director of Buildings' Office

## **Section A**

### **SA/11-12/16 – Minutes**

Dr. Doorly noted that, at minute SA/11-12/10, the figure €10,000 is a gross underestimate and requested that €10,000 be replaced by 'significant funding'. Subject to this change the minutes of the meeting held on 28<sup>th</sup> October 2011 were approved by the Committee and signed by the Chair.

### **SA/11-12/17 Matters Arising**

#### **Risk Reduction Budget Allocation**

The College Disability Services had asked, in a memo circulated to members, to raise the issue of funding for Evacuation Chairs. The College Safety Officer informed the committee that considerable work had been done, in collaboration with the Disability Service, by his office in sourcing and testing this equipment, training users and getting the best price. The proposal is that €5,000 be made available from the risk reduction budget to part-fund the purchase of 10 chairs. Additional chairs can be purchased from monies made available to the representative sub-committees. The committee assented to this proposal

This issue had been brought into focus by a recent incident at a conference at The Long Room Hub where a Disability Conference was being held on an upper floor of the premises. The lift broke down and a wheelchair user could not gain access to lower floors and it escalated to an emergency situation. After considerable time an evacuation chair was brought over from another building and trained personnel were able to re-locate the person to another floor. Mr Rhatigan suggested that an Evacuation chair in the security van would be a more effective response.

Ms Kneafsey enquired what was learned from this incident and what needed to be done to prevent a re-occurrence.

Some other committee members expressed concerns that sometimes lifts on campus can be out of service and awaiting repairs for considerable time. The Deputy Director of Buildings noted that there is a contract in place for emergency lift repairs and a response time of no more than one hour is the norm.

There was concern that such an event was hosted on the upper floor of a building where access for wheelchair users is dependent on a lift and that there was no contingency plan in

place for such an eventuality. The College Safety Officer indicated that any function or event outside of the normal College activity should be the subject of an event management plan or risk assessment by the organisers. He will prepare guidance for event organisers on carrying out this risk assessment.

**Actions:**

(a) DDoB to follow-up on tracking of lifts breaking down emergency call outs.

(b) CSO to develop guidelines on event management/risk assessment

**Section – B**

**SA/11-12/18 – Annual Report of the College Safety Committee**

The CSO brought the Draft Annual Report of the College Safety Committee. The Annual Report highlighted the main activities of the Committee and included the report of the College Safety Officer to the Committee and a report on the fire in Botany.

The committee commended the report but were concerned at the lack of accident statistics in it. The CSO undertook to append an analysis of accident reports. The report was agreed subject to this appendix being included before being brought forward to the Board of College.

The Committee was concerned about the absence of timely accident statistics. The CSO noted that recent accidents reports are brought to the representative sub-committee meetings. He also noted that the Safety Office had identified a suitable software system to allow accident reporting to be computerised but that they system is 'Cloud' based and College has not yet adopted a policy on Cloud Computing.

Dr M. Bridge raised the issue of the adequacy of First Aid provisions. Dr E. Doorly informed the committee that the College is compliant with all First Aid regulations. The number of First-Aiders in the Biomedical Sciences Institute will need to be reviewed when the building is fully populated. Dr McKillen noted that the School of Biochemistry had donated their AED (defibrillator) for general use in the Building and this will soon be relocated to the reception desk.

**Action:** CSO to append a section on accident statistics before forwarding the Annual Report to Board.

**SA/11-12/19 – Membership of the Administrative and Support Services Safety Committee**

Following a review of its membership Ms A. Fitzgerald, Chair of the Administrative and Support Services Safety Committee, recommend that a representative from the Science Gallery should sit on that sub-committee. This was agreed

**Action:** COO to write to the Director of the Gallery inviting him to nominate a representative to the Administrative and Support Services Safety Committee.

**SA/11-12/20 – Revised Fire Assembly Point**

Dr Richardson indicated that this item, which related to the location of a fire assembly point for the Dental Hospital, was being resolved by direct discussion with the Facilities Officer.

**Action:** No further action required.

**Section – C**

**SA/11-12/21 – Lack of Consistency in Meetings/Minutes**

The COO pointed to a lack of consistency in the frequency of meetings and in the reporting of various sub-committees of College Safety Committee. She queried the representatives present as to how often they meet and how up to date their minutes are. Responses are minuted below.

**SA/11-12/22 – Report from the Faculty of Arts, Humanities and Social Studies Safety Committee**

Ms Sheehan reported that this sub-committee had not met since March 2011. Currently it meets only once per year and, given the nature of their activities, the sub-committee feels this is sufficient. The terms of reference require a meeting once per term. Ms Sheehan will bring this back to the next sub-committee meeting scheduled for March 2012.

**Action:** The sub-committee is to review its terms of reference or increase the frequency of its meetings

### **SA/11-12/23 – Report from the Faculty of Engineering, Mathematics and Science Safety Committee**

The representative of this sub-committee had sent her apologies. The CSO noted that this sub-committee had not met so far in this academic year but previously had worked well, meeting as per their terms of reference and reporting with formal minutes.

**Action:** The COO will write to the Faculty Dean requesting that this sub-committee be reactivated in accordance with its terms of reference.

### **SA/11-12/24 – Report from the Faculty of Health Sciences Safety Committee**

Dr Richardson reported that this sub-committee had met this academic year but was not well attended and did not produce formal minutes. The Committee expressed concern about the structure of this sub-committee and recommended that the terms of reference be reviewed and constituent Schools be required to be represented.

**Action:** COO to write to the Faculty Dean requesting that the sub-committee be formalised in accordance with agreed terms of reference.

### **SA/11-12/25 – Minutes/Report from Administrative and Support Services Safety Committee**

The minutes of the meeting of the 9<sup>th</sup> Feb 2012 were taken as read. Ms Fitzgerald reported that the sub-committee was meeting in accordance with its terms of reference and was working well. A sub-group of this committee has been set up to adjudicate on bids for funding provided by the College Safety Committee.

**Action:** None

### **SA/11-12/26 –Minutes/Report from the Radiological Safety Committee**

The minutes of the meeting of the 9<sup>th</sup> Dec 2011 were taken as read. Dr Doorly reported that the sub-committee was meeting in accordance with its terms of reference and was working well.

**Action:** None

## **SA/11-12/27 – Minutes/Report from the College Chemical Safety Committee**

The minutes of the meeting of Nov 24<sup>th</sup> 2011 were taken as read. Dr Bridge reported that the College Chemical Safety Committee has only had one meeting and was still agreeing its terms of reference.

### **Actions:**

- No action required

## **SA/11-12/28 – Report from the College Biosafety Committee**

Dr McKillen reported that the College Biosafety Committee had met a number of times so far this year and was very busy dealing with Biosafety policies, particularly with the opening of the Biomedical Sciences Institute. The sub-committee had inspected the Biosafety Class 3 facilities in the Biomedical Sciences Institute Building and were satisfied with the facilities subject to some additional work being carried out by the developer.

Dr McKillen noted that, while the sub-committee were meeting regularly, formal minutes of these meetings were not produced

**Action:** Formal minutes to be taken for future meetings for submission to the College safety Committee

## **SA/11-12/29 - A.O.B**

No further issues were discussed

Signed.....

Date.....

Ms D. Kneafsey, Chair  
Chief Operating Officer