

MINUTES

BioEscalator Operations Meeting

Wednesday 2nd March 2022, 12:00-1:00pm

MS Teams – Online Meeting



Attendees present: Claire Shingler, Khwaja Islam, Rachel Barrett, Kevin Maskell, Amanda Woon, Senthil Chinnakannan, Lian Ni Lee, Chris Willberg, Janine Woods, Paul Brackstone, Frankie Flintoft-Burt, Rachel Johnson, Lily Wang, Stephanie Lesage, Paddy Killoran.

Apologies: Nick Housby, Robert Learney, Ed Ainscow, William Jackson, Hendry Lo, Samir Chitavis, Federico Paoletti, Atherton Mutombwera, Matthias Thurner, Tim Davies, Marcelo Bravo, Sam Ching, Calum Irwin, Ahmed Ahmed

1. Minutes of the last meeting

2. Matters arising

Claire Shingler reported parts have been replaced in the heating/cooling system and we should now have a stable system. If anyone does have any issues, please flag with Khwaja Islam and reception. She also advised that reception opening hours have increased. They are now 8:45am – 4:30pm, Monday to Friday.

Khwaja Islam advised that there are still spaces for chemical spill training and cryogenic training. If you would like to sign up, please contact him. Paul Brackstone asked if first aid training is still being offered. Khwaja Islam said it may be offered later in the year, as we recently held a session at the BioEscalator. He referred everyone to go to Kidlington, St John's Ambulance. Tim Davies asked about fire warden training. Khwaja Islam said there is a session running this month. If anyone is interested, please contact Khwaja Islam.

AP1 – Khwaja Islam to circulate upcoming fire warden training dates.

3. Building Information

a. Building Security

Paul Brackstone reported 2 incidents of contractors being let into the building without going to reception.

Visitors/contractors must come to reception to sign-in so we know they are in the building and who they are here to see. Please do not let people in to the BioEscalator if you don't know who they are. Make sure to provide direct instructions to your visitors and contractors, telling them to report to reception.

Janine Woods asked to have staff on reception at all times.

Stephanie Lesage suggested a sign for reception in the atrium, as it is currently not easy to locate.

Connor Norton asked that tenants let him know in advance if they have a contractor coming to do work in the server room. They should not be onsite without Connor Norton or Peter Jones supervising.

AP2 – BioEscalator to increase reception staffing.

AP3 – BioEscalator to look into signage for reception in atrium.

b. Visitor Parking

Paul Brackstone reported issues with unauthorised parking in the BioEscalator visitor bays and also reported that some cones had gone missing. Claire Shingler advised that if the allocated BioEscalator space is not available, visitors can park anywhere in the car park with their BioEscalator permit displayed.

MINUTES

BioEscalator Operations Meeting

Wednesday 2nd March 2022, 12:00-1:00pm

MS Teams – Online Meeting



c. Building/facilities queries

If you have any building/facilities queries, please email Khwaja Islam and reception so they can monitor progress. Please do not go directly to the Facilities team.

d. Thefts in the car park

There have been several thefts in car park recently. Please be vigilant. If you see anyone acting suspiciously, please contact Security Services. Always wear lanyards so you are identifiable. Security is being increased due to the theft.

e. Delivery issues

Kevin Maskell flagged a recent issue with deliveries where the couriers said items had been delivered, but the parcel was not locatable and when it was found the following day samples were ruined. He suggested a system that gives a notification to email addresses when items are delivered.

AP4 – BioEscalator team to talk to distribution team about issues.

AP5 – BioEscalator to look into a system for notifying when deliveries are made.

Amanda Woon commented that it's hard to keep track of Amazon deliveries especially, as they can be delivered to different buildings, or left unattended somewhere. Khwaja Islam said part of the issue is with the couriers not knowing where the Distribution Centre is.

When ordering from Amazon, please make sure you put your company name and specify they need to deliver to the Distribution Centre. BioEscalator reception does not accept any deliveries. Distribution centre opening times are 8am – 4pm.

AP6 – BioEscalator to talk to Building Manager about better signage for the Distribution Centre.

f. Headphones in the Hub area

Stephanie Lesage asked that when people are working in The Hub area, if they are taking a call, joining a webinar etc. to please wear headphones.

AP7 – BioEscalator Reception to email tenants requesting use of headphones in The Hub.

4. BioEscalator Labs

a. Room 20.21/22 (Ochre Bio large lab)

Claire Shingler reported that room 20.21/22 is 99% complete

b. Cardboard boxes in the cold room

Khwaja Islam commented that he has noticed a lots of cardboard boxes in the cold room whilst doing his safety audit. Please use plastic containers only and ensure all items are stored in boxes to facilitate removal should a fault occur.

c. Agar blocking autoclave

Khwaja Islam reported problems with the autoclave as a result of agar being autoclaved in plastic containers, which can split and cause a blockage. He asked that agar is only autoclaved in glass containers.

d. Phone on first floor

Kevin Maskell requested that a phone is installed in the communal space on the first floor for use in emergency situations. Claire Shingler advised that there is a security office in the basement.

The next BioEscalator Operations Meeting is Wednesday 4th May 2022, 12:00-13:00

MINUTES

BioEscalator Operations Meeting

Wednesday 2nd March 2022, 12:00-1:00pm

MS Teams – Online Meeting



AP8 – BioEscalator to look into installing a phone in first floor corridor.

5. Health and Safety

a. Grey Trolleys

Khwaja Islam asked that the grey trolleys are not left in front of the fire doors in the ground and first floor corridors as it presents a fire hazard when the doors cannot close.

b. Fire Drill 22nd March 2022

Khwaja Islam reported that the fire drill went well. It took 3 minutes and 48 seconds to evacuate the BioEscalator. He commented that people were not leaving via their nearest fire exit. Please make sure to do this. He also commented that not everyone went to the fire panel to report that their area was clear. Please make sure to do this.

c. BioEscalator COVID-19 Measures

Paul Brackstone asked about BioEscalator changes to COVID-19 measures.

Khwaja Islam advised that the University is keeping all measures in place until end of Hilary term 2022. From 1 April all restrictions should be lifted as long as there is no new variant of concern. As COVID-19 is an airborne virus the additional daily touch point cleaning will cease.

Claire Shingler advised that tenants should still inform the BioEscalator of any positive cases.

6. Any other business

a. BioEscalator Wi-Fi update

Connor Norton reported that the Wi-Fi update was successfully completed on 22 February. Any issues should be reported to it@bioescalator.co.uk. Some tenants have reported lagging during video calls. Please report these to it@bioescalator.co.uk as soon as they occur so that the issue can be investigated.

b. Zip Taps

Claire Shingler confirmed that an engineer will visit on Friday 4 March to repair the ground floor tap and assess the first floor tap.

c. New coffee machines

Claire Shingler reported that the BioEscalator will be getting new coffee machines.

d. Health and Safety and GMO meetings online

Khwaja Islam asked the group if they are happy to keep the H&S and GMO meetings online. The group agreed.

MINUTES

BioEscalator Operations Meeting

Wednesday 2nd March 2022, 12:00-1:00pm

MS Teams – Online Meeting



Action Point	Assigned to	Progress
AP1 – Khwaja Islam to circulate upcoming fire warden training dates.	Khwaja Islam	Completed
AP2 – BioEscalator to increase reception staffing.	Claire Shingler	Ongoing
AP3 – BioEscalator to look into signage for reception in atrium.	Claire Shingler	Decided that we don't want signage sticking out There is a sign on the door which is adequate
AP4 - BioEscalator team to talk to distribution team about delivery issues.	Khwaja Islam	Raised with head of distribution
AP5 - BioEscalator to look into a system for notifying when deliveries are made.	Connor Norton	Non-IT system in place A clipboard in each lab, distribution centre write on the form what they have delivered
AP6 – BioEscalator to talk to Building Manager about better signage for the Distribution Centre.	Khwaja Islam	Raised with the building manager
AP7 – BioEscalator Reception to email tenants requesting use of headphones in The Hub.	Reception	Completed
AP8 – BioEscalator to look into installing a phone in first floor corridor.	Connor Norton	Ongoing – will be installed

The next BioEscalator Operations Meeting is Wednesday 4th May 2022, 12:00-13:00