

**University of Cambridge Computer Laboratory  
Health and Safety Committee**

Chairman: Dr P Brooks

Secretary: Mrs L Heptonstall

Minutes of a meeting of the Health and Safety Committee held at 14.15 on Wednesday 17<sup>TH</sup> March 2004 in Room GC22, William Gates Building.

Present:	Dr P Brooks	Mr S Bishop
	Mrs L Heptonstall	Dr M Kuhn
	Mrs M Levitt	Mr A Brown
	Mr A Wonfor	Mrs C Matthews
	Mrs A Barreto	

Apologies: Mrs R Moss  
Ms J Cartwright

**1. Minutes of the last meeting**

The minutes of the meeting held on the 18<sup>th</sup> February were approved and signed.

**2. Matters arising from the Minutes**

None.

**3. Correspondence**

The Chairman reported on an email received from concerning Scandinova Fridges. It was noted that we do not have any of these fridges here so there was no further action needed.

**4. First Aid and Accidents**

Two new accident forms had been received. NR038 and NR039. Both were for minor cuts.

**5. Workplace Assessments**

Two RA's have been referred to Occupational Health. It is up to them to contact them themselves to arrange an appointment and then inform us of the outcome.

**6. Fire**

**6.1** Archie Brown reported that the building now has a fire certificate. However the drawings on it were found to be incorrect and the certificate cannot be accepted until these are corrected. Archie is trying to contact the relevant people but due to shift patterns this is proving difficult.

**6.2** Martin McDonnell is to be trained as the new fire safety manager.

**6.3.** As of April 2004, each department has to do its own Stage 1 Fire Risk Assessments of all areas it uses. A Wonfor is to contact the Engineering Safety Officer to check on the correct procedure.

ACTION: A WONFOR

**7. Building Matters**

None

**8. West Cambridge Site**

None.

**9. Any Other Business**

None.

**10. Date of the next meeting**

21 April, 19 May, 16 June, 21 July, 18 August, 15 September, 20 October, 17 November, 15 December