

**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 16<sup>th</sup> June 2004 in Room GS15, William Gates Building.

Present:        Dr P Brooks                                Mrs R Moss  
                     Mrs L Heptonstall                        Ms V Capaldi  
                     Mr A Brown                                    Mr A Wonfor  
                     Mr S Bishop  
                     Dr M Kuhn

Apologies:    Ms J Cartwright, Mrs C Matthews.

**1. Minutes of the last meeting**

The minutes of the meeting held on the 19<sup>th</sup> May were approved and signed.

**2. Matters arising from the Minutes**

None.

**3. Correspondence**

**3.1** The chairman has received a memo entitled “Working safely with Carcinogens, Mutagens and substances Toxic to reproduction; Code of practise and guidance”. This is now available in reception.

**4 First Aid and Accidents**

**4.1** Martin McDonnell is now trained as a First Aider and will be attending meetings as of next month.

**4.2** The first aiders in the department attended the university’s annual first aid conference yesterday. The theme of the conference was stress and what to look out for when a casualty comes with a physical problem. If after using open questions we consider that stress may be a factor, it should be discussed with the casualty, and possible sources of help suggested, such as OH and the counselling service. Copies of the counselling service leaflets on Stress, Anger, Bereavement, Anxiety and Panic, Post traumatic stress, Depression, Eating disorders, are included in the folder now available in reception.

**4.3** It was brought to the committee’s attention that when there are exams on Bank Holidays, there may not be a first aider on site, and it is important to arrange cover, as was the case this term, with physics.

**5. Workplace Assessments**

**5.1** An RS asked for a chair as she was having problems with her back, after trying a few, none were suitable so they have been advised to visit OH. We are awaiting feedback.

## **6 Fire**

## **7. Building Matters**

**7.1** AB is still collecting together emergency procedure documents the main set of which is to be kept in AB's office, with another file in reception. **ACTION AB**

**7.2** It has been noticed that windows are being unlatched and completely opened. This is a danger as they are not designed to be open so far, and in the event of high winds, will cause extreme damage. Also closing them involves leaning out very far on the window ledge. The committee has been asked to be aware of the dangers involved.

## **8. West Cambridge Site**

None.

## **9. Any Other Business**

### **Dates of the future meetings**

21 July, 18 August, 15 September, 20 October, 17 November, 15 December