

**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 16th March 2005 in Room GC22, William Gates Building.

Present:	Dr P Brooks	Mrs C Matthews
	Mrs L Heptonstall	Mr M McDonnell
	Dr M Kuhn	Mr D Cottingham
	Mrs M Levitt	Mrs A Barreto
	Mrs F Billingsley	Mr A Wonfor

Apologies: Mrs R Moss

0. It was due to be Archie Brown's last meeting as he is leaving the department this month. PB thanked Archie for all his contributions and wished him well for the future.

1. Minutes of the last meeting

1.1 The minutes of the meeting held on the 19th January were approved and signed.

2. Matters arising from the Minutes

None

3. Correspondence

3.1 PB attended a safety forum on the financial repercussions after an accident. Insurers have instructed all departments that once a casualty has filled in an accident form and handed it into the health and safety secretary they are not permitted to have a copy for themselves. This is to prevent fraudulent insurance claims as if a department is seen to repair an area it seems this can be interpreted as admitting there was a problem.

3.2 Lise Gough attended the Assistive Technology course which she says was largely windows based. There is lots of software available if any needed and hardware for those that need it is available to collect from the Disability Resource Centre.

3.3 Sergei Skorobogatov attended a UV laser course as he has a high powered UV lamp. There are no new procedures to pass on to the department. AW informed the committee that lamps under a certain voltage can be treated under the standard safety regulations.

3.4. Other courses available are; Protecting Patrollers 2, Oxygen Monitors, Genetically Modified Micro Organisms, and Food Hygiene Training. It was decided that the department has no need for any of these courses.

3.5 The University has a new Food Safety Adviser who will be visiting all departments in due course. She will be coming here wanting to find out if we are happy with the Food services available and will be willing to listen to any suggestions for improvement.

4 First Aid and Accidents

4.1 One new accident report form has been received;

NR054: A first aider was contacted but not asked to attend when a RS experienced a tingling sensation in her mouth and throat after eating a peanut. She has since sought medical advice and will now be carrying her own epipen. We can hold it if she requests in reception general office so that it is available for her if she has an attack.

4.2 Two accident report forms have been handed in from Intel. PB thanked Angela for these and confirmed that he will take action on those accidents that have occurred due to the building being unsafe, or to members of the Computer Lab who have had an accident whilst in the Intel offices.

4.3 A first aider in the department re-trained in January and is now fully qualified. One other is due to retrain.

4.4 First Aiders can now stock and administer 300mg Aspirin but only to suspected heart attack victims.

4.5 It was thought that the lamppost on the cycle path that caused a member of the lab to be run over by a bus had been removed, but other users of the path present confirmed that the new one had been installed, but the old one had not been removed.

4.6 PB noted that the idea to issue first aid notices to everyone in the building had already proved successful.

5. Workplace Assessments

6 Fire

6.1 PB confirmed that although the Fire and rescue Service are aware of th shortcomings in the plans, they have issued a Fire Certificate dated from Feb 2003. PB and MMcD are to discover from the University Fire Office what should be done about items missing from the plans.

ACTION PB/MMcD

6.2 It was reported that the fire brigade were called out of office hours following smoke coming from a microwave on the 2nd floor. This combi-oven has now been removed, and replaced with a microwave without a conventional heater.

7. Building Matters

7.1 All members of the Building Services and the DSO attended a PAT training session on the 2nd of March. MMcD will be going on two other courses, which will allow him to train others to do testing.

7.2 A dartboard has been removed from the GC public area and a request for a replacement one in another part of the building denied.

7.3 Mphil students have requested a fridge and a microwave. MAL has already said no to the request for a microwave, and will await the FSA's opinion on whether they should be allowed a fridge.

8. West Cambridge Site

8.1 The site inspection that PB went on with Jane Blunt is to be reported at the next West Cambridge Health and Safety meeting.

9. Any Other Business

9.1 MAL confirmed that the HoD had written a letter to EMBS concerning the chicane to which CM thought he had a reply. MAL noted however that the HoD may not have mentioned the wheelchair user who has to use an dangerous alternative route to avoid the chicane. MAL is to liaise with HoD..

ACTION MAL

Dates of the future meetings:

The next meeting will be on Wednesday the 20th April, and then after that the 18th May, 15th June, 20th July, 17th August, 21st September, 19th October, 16th November and the 21st December.