

University of Cambridge Computer Laboratory
Health and Safety Committee

Chairman: Dr P Brooks

Secretary: Mrs K Ellis

Minutes of a meeting of the Health and Safety Committee held at 14.15 on Tuesday 21st March 2006 in room GC22, William Gates Building.

Present: Mrs A Barreto Mrs F Billingsley Dr P Brooks Mr I Burton-Palmer
Mrs K Ellis Dr M Kuhn Mrs M Levitt Mr M McDonnell
Mrs C Matthews Mrs R Moss Mr A Wonfor

Apologies:

1. Minutes of the last meeting

The minutes of the meeting held on the 21st February 2006 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

3.1 PB reported on a University Course *Safety and Facilities Management* which was being held on the 30th March. It was thought that someone from Building Services would attend.

3.2 PB also reported on the User Meeting he had attended. It was decided the meeting would now change to a Building User Meeting and would include EMBS. There were still some health and safety issues relating to empty manuals.

3.3 There has now been a revised Food Safety Policy but it was thought that this wouldn't affect things in the Lab.

3.4 PB received correspondence on *Glass and Sharps in Laboratories, Departmental Catering Co-ordinator role and Introduction to Food Hygiene, Introduction to Risk Assessment for Office Based Staff, Mercury Monitoring and Principal Investigators, do you know how to fulfil your health and safety responsibilities*. There were no takers for any of these courses due to staff being already trained or the courses not being applicable to the department.

3.5 PB reported on a new Departmental Catering Co-ordinator Seminar which was due to take place sometime in 2006.

3.6 PB received correspondence on a Noise Survey Programme. With effect of the 6th April new regulations will bring significant changes to the actions required by employers and employees under the current noise at work regulations. PB supplied a list of potentially noisy pieces of equipment which has been sent back to the Health and Safety Division.

4. First Aid and Accidents

Intel Accident Report: A member of the department was using the Evac+Chair whilst training and slipped between the wooden staircase and the wall. The Evac+Chair practice should note this as a potential problem.

5. Workplace Assessments

None

6. Fire

- 6.1 MMcD reported the Evac+Chair practice will take place on Thursday 23rd and Friday 24th March. Intel had their practice on the 16th March and CEL on the 24th November with a refresher on the 24th March. (*Afternote: Completed*)

7. Building Matters

- 7.1 IBP reported that the sliding doors open on a power failure but that a forced entry system was still needed. Chubb were aware of this and IBP will give the committee regular updates.

- 7.2 IBP also reported there were going to be changes made to the Student entrance doors. It had been noted that on occasions these doors have opened and closed in the wrong order which then had to be rectified by Security. It was hoped that Chubb will devise an electronic system to keep the right hand door fixed unless needed for larger objects. In an event of a fire they will both open. IBP was to ensure there is signage on both doors.

ACTION: IBP

8. West Cambridge Site

- 8.1 PB reported the cycle path was now open. A bollard was still needed.

- 8.2 MK brought up a separate issue regarding the Astronomy Cycle Path. It was suggested that he refer the matter to Andrew Gordon the Chairman of the West Cambridge Site Users Meeting.

ACTION: MK

9. Any Other Business

Dates of the future meetings:

18th April, 16th May, 20th June (in GS15), 18th July and 15th August, 19th September, 17th October, 21st November and 19th December 2006.