

**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 20th June 2006 in room GC22, William Gates Building.

Present: Mrs A Barreto Mrs F Billingsley Dr P Brooks Mr D Cottingham
Mrs K Ellis Dr M Kuhn Mrs M Levitt Mr M McDonnell
Mr J Masters (Observer) Mrs C Matthews Mrs R Moss

Apologies: Mr I Burton-Palmer

0. Work Experience

PB welcomed Joe Masters to the meeting. He is part of a work experience project and will be with the laboratory for 2 weeks.

1. Minutes of the last meeting

1.1 The minutes of the meeting held on the 18th April 2006 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

3.1 PB reported on the Policy, Procedures and Guidance (Dignity at Work) booklet which have been sent out to departments. MAL is the primary contact within our department and PB and lmg30 are the other contacts if any internal problems.

3.2 MK reported on the Laser Annual Return 2006. All the forms have been completed and returned to the Safety Office and MK is to attend a meeting on the 21st June.

4. First Aid and Accidents

NR063: A PhD Student noticed his nose was bleeding after blowing it. A first aider was called and the bleeding stopped after 10 minutes. He was then advised to rest for 30 minutes.

4.1 PB arranged a visit for first aiders to have a look round the CAPE Building to get to know the building in general and to see the specialist HF equipment in particular.

4.2 PB reported on the First Aid Annual Conference. First aiders were taught an updated resuscitation technique. First Aiders expressed a view that a half day course was much better than a full day.

5. Workplace Assessments

5.1 PB reported on some feed back he had received from a RA with a broken leg. He commented that the building provisions were good, in particular the lift and the new self opening doors. The benches in the parking area were very useful.

6. Fire

We have recently lost the fire wardens on the FN corridor. MMcD has arranged training for some replacements. He reported on a practice bomb evacuation which is due to take place soon. There is also a new Bomb location which is outside the Student Accommodation Block down JJ Thomson Avenue and there is a big WGB sign outside. If there is an evacuation out of office hours and there are no fire wardens to direct people, they should disperse home.

7. Building Matters

7.1 MMcD/IBP took readings on the humidity levels around the building. IBP sent his apologies to the meeting but will report back at the next meeting.

ACTION: IBP

7.2 The committee's discussed the Student Mobility Problems. It was thought there should be a controlled door on GLE to the Library. IBP will look into mechanisms to deal with this.

ACTION: IBP

7.3 MMcD reported on the window cleaning exercise and there were no health and safety issues to report.

7.4 The building will undergo its 5 year electrical test in three weeks. MMcD told the committee it will be a 4-8 hour test and the fire alarms will not work during this time or any of the locked doors. It was said that while there are no fire alarms in the building we are not permitted to have anyone in the building. IBP will clarify the actual planned duration of the outage, and thus the safety and security implications.

ACTION: IBP

7.5 MMcD reported on the PAT testing. All fans are done and they are currently waiting for the heaters to be done. There were 4 failures all of which were shown by visual inspection.

8. West Cambridge Site

9. Any Other Business

9.1 PB reported that lmg30 had been on Mental Health Awareness Training Course. She found the presentations and discussions afterwards very useful. lmg30 is the contact within our department and is to be contacted if any internal problems.

Dates of the future meetings:

**THERE WILL BE NO AUGUST MEETING AND THE HEALTH AND SAFETY MEETINGS
WILL NOW BE IN GS15**

18th July, No AUGUST MEETING, 19th September, 17th October, 21st November and 19th December 2006.