

**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 21<sup>st</sup> November 2006 in room GS15, William Gates Building.

**Present:** Mrs F Billingsley    Dr P Brooks    Mrs K Ellis    Ms J Hou  
              Dr M Kuhn            Mrs M Levitt    Mr M McDonnell    Mrs C Matthews

**Apologies:** Mr I Burton-Palmer

**1. Minutes of the last meeting**

1.1 The minutes of the meeting held on the 17<sup>th</sup> October 2006 were approved and signed.

**2. Matters arising from the previous minutes**

None

**3. Correspondence**

3.1 PB reported on HF user notes and training.

3.2 PB also had information on Genetically Modified Organisms which wasn't work related to the Lab.

3.3 There is also a new document on Dermatitis which is not likely to affect us in any work related manner but the documentation may be of general interest to First Aiders.

3.4 PB reported on further caterers declining to join the University registration scheme.

3.5 PB also reported the Faculty AGM used a registered caterer (Bowes Cuisine) who was generally agreed to be good.

**4. First Aid and Accidents**

4.1 PB had a report of shingles in CEC as it was thought that it was reportable and the person was sent home as contagious. On investigation it was found not to be reportable.

**5. Workplace Assessments**

None

**6. Fire**

6.1 MMcD reported that he did go and check the doors to the MPhil Lab and they didn't release as DC suggested. The committee discussed this and decided the door should be treated the same as all central locked doors. However as the current occupancy is low (under 16 students) it was felt that this was not an urgent matter and Chubb should be asked to address this problem the next time they are doing work in the Lab.

**7. Building Matters**

7.1 PB asked the committee if there were any Health and Safety issues which needed to be dealt with once Intel leave the 2<sup>nd</sup> Floor. During the period of Intel's notice, the department are unable to access that part of the building. There were concerns that in an event of a fire

what should happen so MAL will contact IBP who can contact Intel to get written confirmation that the area would be empty so that we would not need to check it in case of an evacuation.

**ACTION: MAL/IBP**

7.2 PB reported on an incident where some equipment had been brought into the building for an event but a risk assessment had not been completed in good time. Fortunately it was hire equipment and the supplier confirmed that it had had a safety check before dispatch so it was a simple matter to print off the DSE "five steps to risk assessment" form and complete it for the local matters. People are reminded that risk assessments need to be prepared in good time when bringing in equipment for a function.

7.3 PB reported there is no panic alarm on the SW balcony. PB thought it would be useful to have something there in case of an emergency. MMcD will contact Chubb to look into some ideas.

**ACTION: MMcD**

7.4 PB asked for any health and safety observations on the Supporters Fair which took place on the 16<sup>th</sup> November in the street. It was thought to be a very busy event but the emergency exits were kept clear and it wasn't so full that people couldn't move freely.

7.5 PB had a report of someone crossed the barrier and sat on the unprotected part of the SW balcony dangling there legs over the edge. The committee decided that it should be common sense not to sit on the outer side of balconies and there is no need to put up extra signage. If anyone is spotted doing this they should contact Building Services or some senior member of the Department as soon as possible.

## 8. Lasers

MK reported that we are still awaiting the furniture for the laser room which is due by the end of the month. He will be away at the time of the next LSO meeting but felt there to be no need to send a deputy as the notes of the meeting are sufficient.

## 9. West Cambridge Site

None

## 10. Any Other Business

None

## Dates of the future meetings:

The last meeting of this year will be on the: 19<sup>th</sup> December 2006.

Next year's meetings will be: 23<sup>rd</sup> January, 20<sup>th</sup> February, 20<sup>th</sup> March, 17<sup>th</sup> April, 15<sup>th</sup> May, 19<sup>th</sup> June, 17<sup>th</sup> July, 21<sup>st</sup> August, 18<sup>th</sup> September, 16<sup>th</sup> October, 20<sup>th</sup> November and 18<sup>th</sup> December 2007