

University of Cambridge Computer Laboratory
Health and Safety Committee

Chairman: Dr P Brooks

Acting Secretary: Mrs C Matthews

Minutes of a meeting of the Health and Safety Committee held at 14.15 on Tuesday 20th November 2007 in room GS15, William Gates Building.

Present: Dr P Brooks (Chair) Mr I Burton-Palmer Mr D Cottingham
 Mr M McDonnell Mrs M Levitt Mrs C Matthews (Acting Secretary)
 Mrs R Moss
 Dr K Moody and Professor A Mycroft were in attendance for item 9

Apologies: Mrs F Billingsley, Dr M Kuhn, Dr A Wonfor

9. West Cambridge Site

The Chair moved item 9.1 to the beginning of the meeting in order for Prof Mycroft and Dr Moody to join the discussion.

9.1 JJ Thomson Avenue Signage

It is thought that the JJ Thomson Avenue signage is unsafe. This problem is exacerbated by the cars that now park along JJ Thomson Avenue. The large granite sign on the corner of JJ Thomson Ave where the road from the staff car park joins is considered to be a serious safety risk. Car users reported that it blocks vision when driving out of the road. There was extensive discussion about the ways site safety could be improved and it was agreed that, in the first instance, the Chair of the Committee should write to EMBS to ask for the sign to be removed and also to request that site safety (parking near junctions) should comply with the law as stated in the highway code.

ACTION: PB

Prof Mycroft and Dr Moody left the meeting at this point and the running order of the meeting was resumed.

1. Minutes of the last meeting

1.1 A correction to the minutes was made. The date of the minutes of the previous meeting (15th May 2007) had been omitted. This was added and the minutes of the meeting held on 21st August were signed.

2. Matters arising from the previous minutes

None

3. Correspondence

None

4. First Aid and Accidents

4.1 Do not resuscitate for building user (*previous item 4.3*). PB had not yet followed this up but will do so before the next meeting.

ACTION: PB

4.2 PB reported on the recent first aid group meeting which was about emotional support and what to do with a relative/friend who suffers trauma. PB has a copy of the book which was

quoted should anyone wish to borrow it. The Committee noted its appreciation for all the work Anton King does arranging the first aid group meetings.

4.3 We note that two building users have been prescribed EpiPens. These are kept in a box in reception and are clearly marked with the users names. PB reminded the Committee that these are only to be used for the person they are intended for and we are not permitted to use them for anyone else who appears to having an anaphylactic shock.

4.3 Automatic External Defibrillator (AED) training for first aiders has now taken place. MAL raised concerns regarding its use on building users and thought we should make people aware of that fact that we now hold one. It was agreed that we should put a statement on our website to say that we have an AED and suggest that anyone who has any concerns about first aid within the building speak to a member of the Health and Safety Committee.

ACTION: PB

4.4 A new accident report form has been issued. MMcD will ensure all first aid boxes contain copies of the new form.

ACTION: MMcD

4.5 A first aider is due to be retrained soon. It was agreed that any first aider who requires retraining should automatically have the right to do so.

5. Workplace and Risk Assessments

5.1 A routine workplace assessment on a pregnant member of the Department has been carried out.

6. Fire

6.1 IBP reported that the maintenance contract for the fly-open doors in the street is pending a risk assessment for carrying out the work.

6.2 MMcD has identified the kitchens that should have doors closed and has displayed signs to this effect. We are still awaiting a quote to correct the Café doors which have the wrong sort of holdback.

6.3 MMcD has undertaken a Fire Managers Refresher Course.

6.4 IBP reported that the GN Corridor exit is no longer a fire exit from the Library lobby. There has also been improved signage to fire exits in the Street.

6.5 IPB has investigated whether it would be possible to delay the fire alarm should just a single sensor go off. It appears that this may not be too costly to consider.

6.6 MMcD reported that we still need a fire warden for 2nd floor south. It was agreed that MMcD might approach Professor Robinson or Dr Dodgson to ask if they are able to suggest anyone who might be interesting in taking on this role.

ACTION: MMcD

7. Building Matters

7.1 We now have extra tests on the lift phones and they are working well.

7.2 The new security system is now complete and users are now learning how to use the system. There does not appear to be any problems with this that the Health and Safety Committee need to be concerned about.

7.3 Parking in the front car park is an ongoing concern. IBP will continue to try to deal with this but it was agreed the item be dropped from the agenda.

8. Lasers

8.1 MK reported that the website has been updated.

8.2 MK reported that he will be dealing with the Laser Annual return soon.

ACTION: MK

9. West Cambridge Site

9.1 (discussed at the beginning of the meeting)

9.2 It was reported that the cycle path, where it meets the CMR junction on Clerk Maxwell Road is unsafe because the vehicles that park along that road close to the exit block visibility. Andrew Gordon is trying to deal with this and is trying to enlist the help of local residents in an attempt to strengthen our case. Andrew Gordon has agreed to keep us informed.

10. Any Other Business

None.

11. Date of Next Meeting

15th January 2007.