

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 15 April 2008 in room GS15, William Gates Building.

**Present:** Dr P Brooks (Chair)      Mr D Cottingham      Mr M McDonnell      Mrs M Levitt  
                 Mrs C Matthews (Acting Secretary)      Mrs R Moss

**Apologies:** Mr I Burton-Palmer

**1. Minutes of the last meeting**

The minutes of the meeting held on 15 January 2008 were approved and signed.

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

None.

**3. Correspondence**

None.

**4. First Aid and Accidents**

**4.1 Contacting mobile first aiders**

PB still needs to speak to Martin Rowley about coverage for mobiles within buildings. PB to report back at the next meeting.

**ACTION: PB**

**4.2** Lisa Chapman has now left but PB will look into getting a statement on the web to clarify our first aid provision and to inform building users that in the case of an emergency it is likely that an AED would be used. PB to report back at the next meeting.

**ACTION: PB**

**4.3** MMcD confirmed all first-aid boxes have been updated with the new accident report form.

**5. Workplace and Risk Assessments**

**5.1** We have an RA who has returned from having a major operation. MAL reported that he is doing very well. She will continue to monitor the situation.

**6. Fire**

**6.1** MMcD reported that we have 20 new fire wardens who have been trained, bringing our total to approximately 40 fire wardens in the building. He reported that we will be having a practice fire evacuation soon.

**6.2** MMcD reported that the fire extinguishers have recently been checked. No major problems were reported.

**7. Building Matters**

**7.1** MMcD reported that the sign that says "push both buttons" on the SN balcony has now been removed.

7.2 EMBS have carried out annual hot water checks. No problems have been reported.

7.3 IBP had investigated the possibility of making the building 'greener' by planting sedums on the roof. EMBS reported that the roof is not constructed in an adequate way to carry out this work and would therefore invalidate our insurance. There was some discussion on other ideas for the Department to be 'greener' but it was agreed that this was not a health and safety matter and any issues regarding this should be forwarded to MAL or IBP.

**8. Lasers**

8.1 In the absence of MK, it was agreed that we should check at the next meeting if the Laser Annual return had been done.

**ACTION: MK**

**9. West Cambridge Site**

None.

**10. Any Other Business**

None.

**11. Date of Next Meeting**

It was agreed that the likely date of the next meeting should be 15 July 2008 but PB would check with the Committee in June to see if there were any issues that necessitated an earlier meeting.

**ACTION: PB/Health and Safety Secretary**