

**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 10.00 on Tuesday 14 October 2008 in room GS15, William Gates Building.

Present: Dr P Brooks (Chair) Mr I Burton-Palmer Mr D Cottingham Mrs M Levitt
Mr M McDonnell Mrs C Matthews Mrs R Moss

Apologies: Mrs F Billingsley Dr M Kuhn

1. Minutes of the last meeting

The minutes of the meeting held on 14 April 2008 were approved and signed.

2. Matters arising from the previous minutes

None.

3. Correspondence

None.

4. First Aid and Accidents

4.1 PB reported on coverage for mobile phones within buildings for contacting mobile First Aiders. There had been no progress on Pico cells, but a company had expressed an interest in the department trying out their new technology for wireless over fibre.

4.2 The University First Aid Conference took place in June. There was nothing to report.

4.3 PB reported on the Automatic External Defibrillator. All staff members involved have been re-qualified. The committee discussed the battery replacement procedure and it was agreed we should order a spare 3 months before we expect the battery to need to be replaced.

ACTION: MMcD

5. Workplace and Risk Assessments

5.1 PB had a discussion with two RSI sufferers who have been using a speech recognition system. They have been put into different offices but it seems to be working well. IBP reported that work to convert the alcove FE24 into an office was pending, which may be suitable to adapt for speech recognition users.

5.2 PB reported that whereas in the past a member of staff had given a talk to new PhD students on RSI, this year a representative from Occupational Health was going to give a three quarter hour session.

5.3 PB reported CM had carried out a risk assessment on a pregnant member of staff. He also had concerns as to whether risk assessments should be done for people with known medical problems. The committee discussed this and decided that the Department's practice of informal monitoring by senior staff was sufficient.

5.4 MAL reported on the work experience student's visit to the Department for 2 weeks in July. It was all straight forward and raised no Health and Safety matters.

- 5.5 There was now an A0 Laminator in the reprographics room for use by trained personnel only. Warning notices were displayed on it and the trained users have read the manufacturer's Risk Assessment.
- 5.6 IBP gave a review on food hygiene matters; no significant changes.
- 6. Fire**
- 6.1 MMcD expressed his worry about some viewing windows in office doors being covered up. In an event of a fire, Fire Wardens were unable to see through the window to check if the room was clear. After discussion the committee decided that MMcD would routinely advise the room occupier of the hazards involved and see if a compromise could be made.
- 7. Building Matters**
- 7.1 There have been several reported problems with the use of the men's toilets. IBP/MAL believed that the situation had slightly improved but it continued to be monitored.
- 7.2 IBP reported on the problem with pigeons. Netting has been put up over the main entrance and a hawk is flown once a week to deter the pigeons from nesting.
- 7.3 IBP reported that all PAT testing was up to date and he had instructed Student Administration to let all new students know that when bringing equipment into the building they should follow the department guidelines and seek help from Building Services.
- 7.4 MMcD reported the new recycling can bins were going well. The paper recycling bins by the photocopiers were still being misused; glossy paper, brown envelopes and tin cans should not be in the paper recycling bin.
- 7.5 PB reported on the new VoIP phone system. PB had asked central authorities for a guidance document on things to consider when moving a small department to VoIP, but none was forthcoming. We have put all switches onto UPS so that phones can be used if mains power was lost. The analogue lift phones were connected to a converter box. A direct BT line had been installed in Reception for emergency use; central Security had been informed.
- 8. Lasers**
- 8.1 MK will report at the next meeting about the Laser Safety follow-up.
- 8.2 It was reported that no new Laser users are expected.
- 9. West Cambridge Site**
None.
- 10. Any Other Business**
None.
- 11. Date of Next Meeting**
25th November 2008