

**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 24th February 2009 in room GS15, William Gates Building.

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

Apologies:

1. Minutes of the last meeting

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

2. Matters arising from the previous minutes

None.

3. Correspondence

None.

4. First Aid and Accidents

NR081: A member of the canteen burnt their arm. A first aider was called but not until 1.5 hours later, so the wound was just covered. No further treatment was needed

NR082: A plug adaptor was inserted directly into a floor box socket, which shorted live to earth, tripping the circuit for the busbar, but not causing any injury. The adaptor did not comply with the BS regulations, and it should not have been used in the floor box directly. Building users have been reminded of the correct procedure for testing of equipment and use of extension cables.

5. Workplace and Risk Assessments

5.1 PB reported on a user with ULD who had requested a mouse.

5.2 The last minutes PB reported on the VoIP phone system as he was concerned about what could be used in the event of an emergency. It now seems other departments are moving over to the system and are concerned about the same thing. PB is hoping the University will bring out some guidelines at some point.

6. Fire

6.1 MMcD reported on the fire warden training. He hasn't had replies from all wardens. The committee decided a better way would be giving wardens a few possible dates. He is also hoping for some new fire wardens but they will need to do the full course. He will report back at the next meeting.

ACTION: MMCD

7. Building Matters

7.1 IBP reported on the power monitoring. It had been raised as a green issue and IBP could work on a single unit for SE18 to be included into the re-fit.

8. Lasers

None

9. West Cambridge Site

- 9.1 PB reported on the problems with the cycle paths. These have been raised many times before, but got no further than the West Cambridge Site meeting. Professor Robinson has offered to table it under the standing Health and Safety item of the council of the School of Technology. See CLHS/144.1 for details.
- 9.2 PB raised the gritting of the cycle path. It was noted that the department had done its own gritting to keep areas surrounding our building clear. MMCD reported that the whole site is a responsibility of EMBS. MAL reported the gritting was discussed in the West Cambridge Site meeting and was told the bus route is priority and the current EMBS spreader not meant for gritting, and they are investigating replacing it.
- 9.3 There have been 3 recent attacks on lone males along the Cotton footpath, which had already bee reported to all building users. After a stakeout by Security, one of the suspected perpetrators had been arrested, and the incidents have stopped, more recently, there has been an attack on a lone female. PB asked the committee for advice on the best way to report this. MAL asked IBP to contact the Safety Office on how we go about reporting this to building users.

ACTION: IBP

10. Any Other Business

- 10.1 PB reported there is now a new fitness web page up and running for anyone interested. Four people have approached CM about Pilates.
- 10.2 PB also reported on the restructuring of the Health and Safety committee. The proposal is to do away with the central committee which had safety professionals who could take a broader view than the lower level sub committees who focused on finer points. The suggestion was that this could be replaced by having Union Reps put on all committees. We did not feel this to be sensible, so Professor Pitts has written on behalf of the department. The matter is under consideration.
- 10.3 RM commented the notices in some kitchens regarding the use of fire blankets are becoming unreadable. It was agreed MMCD should replace where necessary.

ACTION: MMCD

- 10.4 CM asked if there had been any progress on finding another first aider. PB emailed the Safety Officer but he hasn't replied yet. PB to follow up. (*Afternote: There has been a 12K cut in the First Aid budget, so funding may not be available this year*)

ACTION: PB

- 10.5 IBP reported that the building works to the SN hangout area and the FE alcove will begin on the 2nd March.

- 10.6 IBP showed the committee an information leaflet about the café which one of the catering assistants had produced. PB suggested we invite Malcolm Flack from the café to join the CL Health and Safety Committee.

ACTION: IBP

11. Date of Next Meeting

7th April 2009

CLHS/144.1

Cycle problems have once again been raised. There have been concerns since we moved to the site which has not been addressed.

The main concerns are:

1) Car parking on Clark Maxwell Road

Cars parked on the West side of Clark Maxwell Road on either side of the junction where the cycle path cuts through the bund obscure the sight line of cyclists. The Highway Code says that cars should not stop or park within 15m of a junction.

At a meeting of Director, EMBS and Deputy Chief Executive, CCC the County Council promised to paint double yellow lines each side of the opening to improve visibility, but nothing has happened yet. We need to keep up the pressure.

2) Ribbed tiling where Clerk Maxwell Road meets the Coton cycleway.

Ribbed tiling has been set in to the cycleway just before the junction.

This makes turning more difficult, especially when wet or icy, as the tyre has less grip and sticks in the groove, causing people to fall off.

Ribbed tiling is recommended to assist visually handicapped pedestrians on shared use paths, but other than at the junction itself, the pedestrian and cycles parts are well separated, making the danger to cyclists a greater risk.

3) Hedges restricting line of sight

At the three junctions mentioned [(1) and (2) above, and (4) below] cyclists line of sight is restricted by the hedges. Removing them would not be appropriate, but ensuring that they are trimmed more frequently than other areas would reduce the problem.

4) Coton cycleway junction with Adams Road

There is a very sharp double kink in the path as it approaches Adams Road, with significant foliage in the University Sports Ground. In good weather, these distract cyclists and block sight lines, but in wet and particularly icy conditions, they make things much worse by producing unexpected slippery areas which extend well after the rest of the path has good grip, the worst problem being rutted ice after the slush freezes.

Reducing the severity of the kink and some reduction of the foliage would help with both problems. Given the path is not a priority for the Council when gritting, a salt/grit bin near the corner would be useful so that people could grit the bend as needed.

5) Physics cut through to the CAPE

One member of the department was almost run over when a vehicle crossed the cycle path from the department to Clark Maxwell Road where there is a dropped section linking Physics to the CAPE building. Physics report that this route is not meant to be used and that it was probably a contractor, but there is currently no signage at all indicating this.

In another direction

6) The path to Storey's Way

All users appear to consider the chicane to be significantly more of a problem than a help for what is in any case a junction with a little used road. If it cannot simply be removed, it should be reduced. There is great concern about the state of the last section of the path as it joins Storey's Way, but nobody seems to know whose responsibility it is.

There is some concern of the state of the path at the other end, which could do with a bit more than yet another patch up.

The height of the lighting is a problem in that it's not sufficient to see other cyclists by, but makes it very hard to see the lights of other cyclists

7) Signage blocking the view of JJTA

Two people have complained about signage blocking sight lines of both the cycle path and the road when joining JJTA from the car park, and distracting drivers from seeing cyclist weaving across the road from the staggered junction opposite. Whereas it is said to meet the legal requirements, the concern here is safety, and whether the policy of the "look" of the site is more important than the safety of its users.