

**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 8th March 2011 in room GS15, William Gates Building.

Present: Dr P Brooks (Chair) Mr I Burton-Palmer Mrs K Ellis Mrs M Levitt
 Mr M McDonnell Mrs M Sammons

Apologies:

1. Minutes of the last meeting

The minutes of the meeting held on 18th January 2011 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

None

4. First Aid and Accidents

4.1 PB reported CM has resigned as a first aider but will stay on the committee for now.

4.2 The committee discussed the possibility of having another first aider maybe from Reception. CM will be consulted as Reception's line manager.

4.3 PB reported on the First Aid refresher course. It was 1.5 day of refresher and an improvement on previous such courses.

5. Workplace and Risk Assessments

None

6. Fire

6.1 MMcD and IBP received an email from the fire office telling them there are a number of contractors coming in to university buildings and disturbing the fire alarm systems. There has been no problem in the William Gates Building.

7. Building Matters

7.1 IBP reported in 2 weeks they will be switching off the power to the building for a few moments. IBP will put signs outside the lifts.

ACTION: IBP

8. Lasers

None

9. West Cambridge Site

None

10. Any Other Business

None

11. Date and Time of Next Meeting

14th June 2011