**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 21st June 2011 in room GS15, William Gates Building.

**Present:** Dr P Brooks (Chair) Mrs K Ellis Dr M Kuhn Mrs M Levitt Ms C Matthews

Mrs H Scarborough

**Apologies:** Mrs M Sammons

1. PB welcomed Helen Scarborough to the meeting. She is now a new qualified first aider.

**1. Minutes of the last meeting**

The minutes of the meeting held on 8th March 2011 were approved and signed.

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

None

**3. Correspondence**

None

**4. First Aid and Accidents**

**4.1** NR092: An undergrad fell of bike due to wet conditions. First aiders bandaged elbow and advised him to visit the college nurse.

**4.2** PB reminded all the first aiders about the First Aid Annual Conference on Wednesday 22nd June.

**5. Workplace and Risk Assessments**

None

**6. Fire**

**6.1** Fire Wardens list update report pending for the next meeting due to Building Services not being at the meeting.

**7. Building Matters**

**7.1** Report on the gas leak and Recycling problems pending for the next meeting due to Building Services not being at the meeting.

**8. Lasers**

MK reported that there is now a "LaserPro Spirit GX" laser cutter installed in SE17, which uses a powerful infrared laser. The manufacturer has declared its 100-watt cutting laser with safety interlock to be "Class I" and the associated laser pointer to be "Class IIIR". Since only these U.S.-style safety ratings have been supplied, a detailed risk assessment will have to decide whether the University's rules for Class 3B and Class 4 lasers apply. MK also reported the Annual Laser Return is due.

**9. West Cambridge Site**

MAL reported there is a West Cambridge Site meeting on the 23rd June and would report back at the next meeting.

**10. Any Other Business**

None

**11. Date and Time of Next Meeting**

Tuesday 4th October at 10.00am