**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 29th November 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

 Ms C Matthews Mrs M Sammons

**Apologies:**

**1. Minutes of the last meeting**

 The minutes of the meeting held on 4th October 2011 were approved and signed.

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

 None

**3. Correspondence**

 None

**4. First Aid and Accidents**

**4.1** NR093: An undergraduate was complaining of leg cramp. He was brought into the warm building and rested for a short period of time. His calf was rubbed to relive the pain and then recommended he contact the college nurse if any further problems occurred.

**5. Workplace and Risk Assessments**

None

**6. Fire**

**6.1** MMCD reported he had discussed EVAC+CHAIR training with and it was agreed that the department will have official training every 2 years but could run practices as and when it suits.

**6.2** MMCD also reported he now has another 4/5 people interested in becoming new fire wardens.

**6.3** Student Administration has now completed the Personal Evacuation Plans and there were no new cases.

**7. Building Matters**

None

**8. Lasers**

None

**9. West Cambridge Site**

**10. Any Other Business**

**10.1** IBP reported there are now led lights on trial down the GN corridor.

**10.2** IBP also reported that the department is now running on free cooling.

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

 Tuesday 28th February 2012 at 10.00am