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 relieve 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