**University of Cambridge Computer Laboratory**

**Health and Safety Committee**

**Chairman:** Dr P Brooks **Acting Secretary:** Mrs H Scarborough

Minutes of a meeting of the Health and Safety Committee held at 10.00 on Tuesday 29th May 2012 in room GS15, William Gates Building.

**Present:** Dr P Brooks (Chair) Mrs M Levitt Mr M McDonnell Ms C Matthews Mrs H Scarborough

**Apologies:**  Mr I Burton-Palmer Mrs K Ellis Mrs M Sammons

**1. Minutes of the last meeting**

 The minutes of the meeting held on 28th February 2012 were approved and signed.

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

**2.1** Burn Risks and Oven Mitts – This is to be carried over to the next meeting.

**3. Correspondence**

 None

**4. First Aid and Accidents**

**4.1** Report on the first Aider Refresher – This is to be carried over to the next meeting.

**4.2** PB reported that attendees of refresher courses should take their previous certificates with them.

**5. Workplace and Risk Assessments**

**5.1** PB reported on a recent workplace assessment; a risk assessment form will be completed before the next meeting.

**6. Fire**

 None

**7. Building Matters**

**7.1** MMCD reported the cleaning of the building windows all went to plan.

**7.2** MMCD also reported the hot water problems have all been rectified.

**7.3** MMCD informed the committee that the 4 kitchenettes now have automatic door hold backs fitted with warning discs on all doors.

**8. Lasers**

None

**9. West Cambridge Site**

None

**10. Any Other Business**

**10.1** PB was informed of an incident involving the first aid room. People have been entering without authorisation. The committee decided first aiders would do a routine check of the door.

**10.2** MMCD reported there is now a new health and safety law user’s guideline. This can be found on the HS Law website.

**10.3** RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)This was updated on the 6th April.

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

 2nd October 2012