

**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