**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 30th April 2013 in room SW00, William Gates Building.

**Present:** Dr P Brooks (Chair) Mr I Burton-Palmer Mrs M Levitt Mr McDonnell Ms C Matthews

 Mrs M Sammons Mrs H Scarborough

**Apologies:** Mrs K Ellis Dr M Kuhn

**1. Minutes of the last meeting**

 The minutes of the meeting held on 5th March 2013 were approved and signed.

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

 None

**3. Correspondence**

 None

**4. First Aid and Accidents**

**NR107:** A PhD student cut her finger while in the squash courts not on university business. A first aider was called who cleaned and applied a bandage. Advised to see the college nurse.

**NR108:** A member of staff cut their finger. A first aider cleaned the wound and applied a plaster.

**NR109:** A member of staff sliced the edge off the top of her finger. A first aider was called and a bandage was applied but didn’t want plasters as the cut was too painful. She then decided to go to A+E to be checked over.

**5. Workplace and Risk Assessments**

**5.1** PB reported on the eyesight test.

**5.2** New University DSE Guidance.

**6. Fire**

**6.1** MMCD reported all the paperwork for the fire wardens are up to date.

**7. Building Matters**

**7.1** IBP reportedon the back up battery and sensor failure for the main front doors. Briars Security came out and rectified the problems.

**8. Lasers**

None

**9. West Cambridge Site**

None

**10. Any Other Business**

**10.1** We are losing a First Aider. They have informed PB that they will not be renewing but PB does have a replacement volunteer located on the first floor.

**10.2** IBP informed the committee that EMBS responses are becoming slower to requests for works that are needed to be looked at. Typical examples: gutter clearance on the roof space and cleaning of the cycle shelter.

**11. Date of Next Meeting**

 25th June 2013

 24th September 2013