

# University of Cambridge Computer Laboratory Health and Safety Committee

Chairman: Dr P Brooks

Secretary: Mrs M A Sammons

Standing in for Mrs K Ellis

Minutes of a meeting of the Health and Safety Committee held at 10:00 on Tuesday 20 May 2014 in SW00 William Gates Building.

## **Present:**

Dr P Brooks, Mr I Burton-Palmer, Dr M G Kuhn, Mr M McDonnell, Mrs M A Sammons, Mrs H Scarborough, Mrs C Stewart.

## Apologies

There were no apologies received.

### **1. Minutes of the last meeting**

The minutes of the last meeting were approved and signed.

### **2. Matters arising.**

None

### **3. Correspondence**

None

### **4. First Aid and Accidents**

<b>NR 120</b>	Cyclist fell off bike turning into WGB visitor car park
<b>NR 121</b>	Cyclist fell off bike on Madingley Road
<b>NR 122</b>	Cut thumb when slipped threading a cable
<b>NR 123</b>	Spilt tea when opening door
<b>NR 124</b>	Cut finger undoing tape with scissors

It was noted the incidents are mainly cycling accidents. One person had recorded two incidents and monitoring was advised with a recommendation to advise about safe work practice if further accidents occur.

### **5. First Aid**

#### **i. Refresher Courses**

Two First Aid members had undergone FA training since the last meeting. It was reported there was no final exam, but several shorter tests during the course.

#### **ii. Hydrofluoric-acid and oxygen-administration training**

The course was considered useful and the feedback received from the attendees was positive.

### **6. Risk Assessments**

#### **i. Risk Assessment procedures.**

The question of a replacement for the role of risk assessor for pregnant women was considered following the standing down of the present role holder, CS.

MS was asked to consider the role and is investigating the description of the duties before accepting the role, but is likely to agree.

**Action PB/MS**

**ii. Risk assessment for Leave to Work Away**

Student Registry now requires a signed Risk Assessment for anyone requesting Leave to Work Away, even if an intern at a computer company in Cambridge.

**7. Building Matters**

i. Latest H&S Law poster now required  
Nothing was discussed

**ii. Energy and Environmental Awareness**

An exhibition of Environmental awareness was held recently in the WGB. Many suggestions posted to the ideas box have been put in place already. IBP reported positive feedback over the exhibition and the interest and level of comments raised.

**iii. Review of Emergency Action Plan**

No action is required. The review is at the next meeting December or January.

**iv. Traffic bollard**

The installation of the bollard near the cycle store is to prevent traffic from driving along pedestrian areas. A full risk assessment has been made on the bollard. Should the bollard need lowering for emergency purposes, the key holders are the Facilities Management team or out of hours, University Security.

**v. Pressure Vessels**

Due to current legislation all pressure vessels require inspection every five years. It was noted that pressurised coffee machines now fall into this category. Due to cost anomalies PB is to make further enquiries for maximum safety of all pressure vessels, at minimum necessary cost.

**Action PB**

**8. Lasers**

There was nothing to report

**9. West Cambridge Site**

**i. West Cambridge Safety Committee**

It was agreed that PB take the pressure testing item to the next West Cambridge meeting for clarification.

**ii.** The barriers located near the Institute of Astronomy have been moved further apart, reducing the problems they cause to cyclists.

A number of overgrown shrubs outside the café border on the corner of the newly positioned footpath heading towards the Cape building are considered a hazard. (Following the meeting, EMBS gardeners pruned the shrubs.)

**10. Smoking**

**i. Declaration of smoke free zone**

In an attempt to clear the front of the building of smoke fumes, cigarette butts and people smoking, a period of one month is being trialled. For the duration of the trial, two benches have been installed at the rear of the building, along with bins, to encourage smokers away from the front inlet filter system.

**ii. What provision is required to enable smoke free status**

It was agreed there needs to be a policy on smoking in place. PB is to investigate the smoking policy. It was agreed a suitable location be sought for all departments in the locality.

**Action PB**

**11. Date of next meeting**

The meeting will be Tuesday 23 September in SW00.