

# University of Cambridge Computer Laboratory Health and Safety Committee

**Chairman: Dr P Brooks**

**Secretary: Mrs Helen Scarborough**

Minutes of a meeting of the Health and Safety Committee held at 10:00 on Tuesday 16 February 2016 in SW00 William Gates Building.

**Present:**

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

**Apologies:**

None

**1. Minutes of the last meeting**

The minutes of the last meeting were approved.

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

None.

**3. Correspondence**

None.

**4. First Aid and Accidents**

The following accidents were reported:

**NR135** Cut finger

**NR136** Severe stomach cramps and felt faint

**NR137** Faint

**NR138** Ligament damage

**5. Workplace and Risk Assessments**

5.1 A risk assessment was carried out 12/01/2016 for a pregnant lady. No further action required.

**6. Fire**

None.

**7. Building Matters**

7.1 IBP reported that the external light and signage for the internal bike store are in place and working well. An upgrade is due to make the lights flash.

7.2 A quote of £6,000 has been received to dig a trench enabling cables to be laid for the external bike store security enhancements. No go ahead on CCTV to date.

ACTION: CS

- 7.3 Door to the main SC corridor is difficult to open. MMcD will check sticktion force and compare with other doors.

ACTION: MMcD

**8. Lasers**

Nothing to report.

**9. West Cambridge Site**

Nothing to report.

**10. Any Other Business**

- 10.1 Signage detailing out of hours assistance has been displayed on exit post to staff car park. No further action required.

- 10.2 There was some concern whether the staff car park entrance and exit barriers would detect cars waiting underneath raised barriers. Sensors are located underneath the ground at the staff car park entrance and exit.

- 10.3 Discussions are ongoing with EMBS regarding extending the first floor West side external balcony. We are awaiting a document describing the change of Fire Regulations which will allow this.

ACTION: MMcD/IBP

**11. Date of Next Meeting**

The meeting will be at 10:00 on Tuesday 26<sup>th</sup> April 2016 in Room SW00.