**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 14 June 2016 in SW00 William Gates Building.

**Present:**

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

**Apologies:**

Mr M McDonnell, Mrs J Rook.

**1. Minutes of the last meeting**

 The minutes of the last meeting were approved.

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

 For information, attached e-mail from Andrew Kerley has been sent to IBP

following April 2016’s Health and Safety Meeting.

**3. Correspondence**

 None.

**4. First Aid and Accidents**

 The following accident was reported:

 **NR140** Fell off bike. Multiple injuries.

**5. Workplace and Risk Assessments**

 None.

**6. Fire**

The fire evacuation practice on 7th June 2016 went well. MK to produce building maps with overlay to include defined Fire Warden regions and routes. MMc to recruit Fire Wardens.

 ACTION: MK / MMc

Check that the fire evacuation message and alarm can be heard in SW00.

 ACTION: IBP

**7. Building Matters**

7.1 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. CS to revisit the discussion with HoD.

 ACTION: CS

As an alternative to the trench, a 5mm overhead wire from the balcony to the

external bike store was suggested. MK to e-mail CS a proposal.

ACTION: MK

7.2 Door to the main SC corridor is difficult to open. MMcD has made adjustments to the door. CS will request feedback on the door at the next SSCoF meeting.

ACTION: CS

**8. Lasers**

 Nothing to report.

**9. West Cambridge Site**

 WGB extension continually under review given current WCS planning.

**10. Any Other Business**

None.

**11. Date of Next Meeting**

The meeting will be at 10:00 on Tuesday 27th September 2016 in Room SW00.