

University of Cambridge Computer Laboratory Health and Safety Committee

Chairman: P Brooks

Secretary: H Scarborough

Minutes of a meeting of the Health and Safety Committee held at 10:00 on Tuesday 9 May 2017 in SW00 William Gates Building.

Present: P Brooks, A Eccles (Observer), M Kuhn, M McDonnell, J Rook, M Sammons, H Scarborough, C Stewart.

Apologies: I Burton-Palmer (IBP provided a written report on progress of some items).

0. Welcome

The committee welcomed Andrea Eccles, Senior Safety Adviser for Chemical and Physical Safety, and our contact at the Safety Office, to the meeting.

1. Minutes of the last meeting

The minutes of the last meeting were approved.

2. Matters arising from the previous minutes

Nothing to report.

3. Correspondence

Nothing to report.

4. First Aid and Accidents

- 4.1** The consensus from delegates who recently participated in First Aid at Work Requalification was that AED training was inadequate. Andrea Eccles reminded the group that the University provides AED training but it was still felt that this should be covered more thoroughly in the formal First Aid at Work training.

5. Workplace and Risk Assessments

- 5.1** The web Policy and Procedure in relation to risk for expectant mothers still needs to be done.

ACTION: CS

- 5.2** The heater in the First Aid Room (GE09), which was put in place for a nursing mother, has now been removed as it is no longer required.

There is a nursing mother returning to the lab who will require regular access to the First Aid room. Megan Sammons should ask the person to speak to Building Services to get a key to access the First Aid room.

ACTION: MS

6. Fire

- 6.1 Work is ongoing for the production of building maps with overlay, to include defined Fire Warden regions and routes.

MMc to investigate the possibility of mounting the second floor central evacuation chair on a bracket.

ACTION: MMc

- 6.2 MMC confirmed that new Fire Wardens have been recruited with training sessions scheduled for May and June 2017. *[Afternote: MMc to confirm numbers at the next meeting, once the recruitment round and training has been finalised.]*

ACTION: MMc

- 6.3 The fire suppression equipment installed in GN09 is provided by BBC Fire, which therefore means they will be responsible for the maintenance, which includes the nitrogen cylinders. *[Afternote: IBP reported that BBC Fire run the maintenance contract for all University buildings. This is an add-on to our existing fire alarm system, which is also maintained by BBC Fire. Once the equipment has been commissioned, Building Services will set-up a calendar reminder to raise a ticket with Estate Management for BBC Fire to check that a maintenance visit has been arranged.]*

There is some concern about a manual release outside GN09 which triggers the release without the 30 second warning given by the electronic release. The plan is to fit a lock so that anyone working in GN09 can remove the key to stop manual release.

ACTION: Building Services

- 6.4 There was some concern about the time taken to fix problems found by the Fire and Rescue Service. It appears that T Butler came in and fixed some of them, but did not let Building Service know that they had. MMc has checked all the locations and noted all works outstanding. T Butler will visit late May and rectify them.

- 6.5 It was reported that the delay in getting the four roof vents repaired, which have been out of commission for four months, was a concern. MMc agreed to see if the Fire Safety Department are able to help progress this.

ACTION: MMc

7. Building Matters

- 7.1 *[Afternote: The monitoring sensors for the hot water in GN09 & GW32 Plant Rooms, have been fitted and are now operational, linked to the BMS and working well.]*

- 7.2 Professor Ian Leslie is now working on an energy reduction plan, and any works to fit new LED lighting is on hold. The maintained lighting software update is on hold until all the fittings are fitted and commissioned.

7.3 The WC emergency light order is on hold with 5 emergency lights required to finish the job. For test purposes, one stairwell emergency light has been replaced with an LED light on the half way landing between the ground and first floor stairwell near the cafe.

ACTION: Building Services

7.4 Works are very close to completion on the front terrace balcony and there have been no further water leaks. Some wood sealant to be completed when the weather allows the contractor to return and carry out those works.

7.5 Some electrical Power Distribution Units and such like have had locks fitted. Some have been removed where there is no exposed mains, and the box is in a secured area, such as a wiring closet. The committee was asked if they felt there was any reason not to remove them all, and agreed that it was safe to do so. Remaining locks to be removed.

ACTION: Building Services

7.6 It was reported that a new Computer Laboratory Environment and Buildings Committee has been formed. Ian Leslie, who has recently been appointed as Senior Advisor to the Vice-Chancellor with special responsibility for Information System Strategy and Environmental Sustainability, is its Chair. One of its remits is to consider energy reduction under the scheme that the Department is piloting (as reported in 7.2 above). In the case of any items which are unclear, they should be referred to the Health and Safety Committee to check for any H&S concerns, before being passed to the Buildings Committee

CS reported that the Head of Department takes the importance of safety extremely seriously. Regardless of rank or level, if anyone sees any issues or has any concern about safety matters in the Department, they should not hesitate to speak to the Head of Department about them.

8. Lasers

Nothing to report.

9. West Cambridge Site

Nothing to report.

10. Any Other Business

Nothing to report.

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 18 July 2017 in Room SW00.