

**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 18 July 2017 in SW00 William Gates Building.

Present: P Brooks, I Burton-Palmer, M Kuhn, M McDonnell, J Rook,
M Sammons, H Scarborough, 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

Nothing to report.

3. Correspondence

Nothing to report.

4. First Aid and Accidents

NR141 – Fell off bike

NR142 – Fell off bike – multiple injuries

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

6. Fire

- 6.1** Work is ongoing for the production of building maps with overlay, to include defined Fire Warden regions and routes. When completed, files will be passed to Chris Hadley to upload to the server.

ACTION: MMc

MMc plans to mount the second floor central evacuation chair on a bracket this week.

ACTION: MMc

- 6.2** MMC confirmed that new Fire Wardens have been recruited. Additional Fire Warden recruitment was necessary due to some from the original recruitment round dropping out. Training is organised centrally and candidates arrange this themselves.

ACTION: MMc

- 6.3** 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 for locking out the mechanism has been agreed, but cannot be implemented until the system is commissioned.

ACTION: Building Services

- 6.4** There are big gaps in the riser cupboards awaiting fire stop. The Fire Safety Department have been reminded and we await their response. MMc to progress this and copy Departmental Secretary on the e-mail. Departmental Secretary has been copied at the request of the H&S Committee in order to monitor progress and escalate the matter as she sees fit.

ACTION: MMc

- 6.5** The delay in getting the three roof vents repaired, which have been out of commission for four months, remains a concern. MMc agreed to ask if the Fire Safety Department are able to help progress this. It was reported Tim Jones, EM will contact Colt. We are awaiting a date from EM. MMc will progress this early in August and again the Departmental Secretary is copied on the e-mail.

ACTION: MMc

- 6.6** There was a small contained bin fire in the designated smoking area. The fire was extinguished. It was hoped the problem will be avoided by the actions referred to in 7.4.

7. Building Matters

- 7.1** Any works to fit new LED lighting is on hold. Five lights have failed, and all but one have been fixed. The maintained lighting software update is on hold until all the fittings are fitted and commissioned. IBP to investigate the possibility of the Lab obtaining the software in advance of commissioning.

ACTION: Building Services

- 7.2** 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. Any works to fit new LED lighting is on hold.

ACTION: Building Services

- 7.3** All locks on Power Distribution Panels have been removed.

- 7.4** Following the recent bin fire, the committee agreed that the designated smoking area would be relocated to the Goods In hard standing area. A 'no-butts; bin is to be installed, replacing the current yellow plastic bin.

There are currently two bins located at the student entrance. The yellow plastic bin is to be removed and the black metal bin put in its place.

The yellow plastic bin located south of the building near the picnic tables is to be replaced with a black metal bin.

8. Lasers

Nothing to report.

9. West Cambridge Site

Nothing to report.

10. Any Other Business

An event is taking place in the Lab week commencing 24th July 2017. It was agreed that the organisers could supervise small groups of sponsors who need to set things up over the weekend prior to the event. The Fire Manager has briefed the event organiser with the Lab's out of hours fire evacuation and first aid procedures.

11. Date of Next Meeting

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