

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 8TH May 2018 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

NR147 Head injury

5. Workplace and Risk Assessments

5.1 Risk Assessments for two expectant mothers have been done. Both assessments were straightforward. No further action required.

5.2 The flow of requests for sit/stand desks peaked a while ago. The redundant ergonomic desks and matching pedestals are being recycled within the Department by way of replacing older style desks. There is no current facility to have pedestals with sit/stand desks. Building Services are to source a suitable pedestal.

ACTION: Building Services

6. Fire

6.1 Fire Warden recruitment is ongoing.

ACTION: MMc

6.2 For people wanting to use GN09 there is a Moodle system set up for training. The Web Page displays who has done the training although this page cannot be seen by everyone. PB to link this Web Page and Manual Handling guidelines to the Health and Safety page.

ACTION: PB

6.3 GN09 fire evacuation 21/02/18. Although this was due to user error, the committee agreed it was a useful evacuation test.

6.4 The remaining gaps in the riser cupboards have been filled with expanding foam. *[Afternote: It was reported that Fire Mate Sealant has been used to fill the remaining gaps in the riser cupboards – not expanding foam.]*

6.5 Fire evacuation, 02/05/18. This was due to a faulty smoke head in the SS Corridor. Although the pre alert was cleared, the smoke head proceeded to full evacuation. The faulty smoke head has been replaced. In future, pre-alarm sensors should be removed, and only replaced when a replacement is available.

BBC Fire have installed the remaining sounder covers.

7. Building Matters

7.1 Maintained lighting software: This item has been assigned to the Buildings and Environment Committee Meeting

7.2 The two remaining yellow bins outside WGB have been replaced with black metal bins.

7.3 To create an extra place in the visitor car park, a blue badge sign has been removed.

7.4 We are advised that all electrical equipment must be PAT tested. The concern is that some research equipment may be damaged as part of this process. Further clarification is required from the Safety Office as to whether the Insurers would be satisfied with a more appropriate testing regime than PAT to fulfil the legal requirements.

ACTION: MMc

8. Lasers

Nothing to report.

9. West Cambridge Site

9.1 Speeding vehicles on West Site: This item is to be passed to West Cambridge Safety Committee.

ACTION: PB

9.2 Visibility of bollards on cycle paths. This item is to be passed to West Cambridge Safety Committee.

ACTION: PB

10. Any Other Business

Nothing to report.

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 4th September 2018 in Room SW00.