**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 12th February 2019 in SW00 William Gates Building.

**Present:** P Brooks, I Burton-Palmer, M McDonnell, J Rook, M Sammons,

H Scarborough, C Stewart

**Apologies:** M Kuhn

**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** A First Aid Skills Refresher Workshop is to be held in William Gates Building on Wednesday 27 February 2019, 10am -12.30pm.

**4.2** It was agreed that a reminder to wear a cycle helmet will be mentioned to Building Users. Undergraduates were reminded of this as part of the registration process.

 Action: PB

**5. Workplace and Risk Assessments**

**5.1** The Department is looking at ways to streamline the Travel Risk Assessment process. [*Afternote: done*.]

Action: CB / PB

**6. Fire**

**6.1** We are at the required number ofFire Wardens for the building.

**7. Building Matters**

**7.1** IBP has passed on the electronic version of fixed wiring testing to the Safety Committee. PAT information to follow.

ACTION: Building Services

**7.2** The signs while fell off are to be replaced at the front of the building directing smokers to the designated smoking area.

ACTION: Building Services

**8. Lasers**

 Nothing to report.

**9. West Cambridge Site**

 During icy weather Adams Road and Coton footpath are a potential slip hazard. The possibility of getting these gritted during icy conditions is to be investigated. PB shall take it to the next WC H&S meeting.

ACTION: PB

**10. Any Other Business**

Nothing to report.

**11. Date of Next Meeting**

The meeting will be at 10:00 on Tuesday 7th May 2019 in Room SW00.