**University of Cambridge Computer Laboratory**

**Health and Safety Committee**

**Chairman: P Brooks Secretary: H Scarborough**

Minutes of the Health and Safety Committee meeting held at 10am on Tuesday 29th October 2019 in SW00 William Gates Building.

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

NR153 - Fell off bike

NR154 - Eye injury - spontaneous rupture of blood vessel

NR155 - Chest pain - existing condition - IP told to call 999 when it recurred

**5. Workplace and Risk Assessments**

**5.1** An alternative way of storing DSE self-assessment checklists for new starters to be established.

**ACTION: PB**

**6. Fire**

**6.1** Two fire wardens have recently been recruited. More are needed and recruitment is ongoing.

 **ACTION: MMC**

**7. Building Matters**

**7.1** PAT information to follow. No update to report.

**ACTION: Building Services**

**7.2** The emergency lighting static invertor cannot cope with the harmonics of the new lighting. EM have suggested that the inverter may need changing. Investigations are ongoing.

**ACTION: Building Services**

**7.3** All sixteen roof vent seals have been serviced. Planned Preventative Maintenance (PPM) on the batteries for summer 2020.

**ACTION: Building Services**

*[Afternote: It has been found that the controllers are faulty for vent numbers 3, 13 and 16. EM are to source new controllers.]*

**7.4** Construction and deconstruction of the scaffolding around the building and both court yards went well and without incident.

**8. Lasers**

**8.1** Our laser information is not visible from the internet. The committee’s view was that all Health and Safety information should be made available to the internet.

  **ACTION: PB**

**9. West Cambridge Site**

 Nothing to report.

**10. Any Other Business**

There are some concerns over a temporary service road to the north of WGB whilst the Whittle refurbishment / extension is taking place. CS/PB will monitor.

 **ACTION: CS/PB**

**11. Date of Next Meeting**

The meeting will be at 10:00 on Tuesday 11th February 2020 in Room SW00.