**University of Cambridge Computer Laboratory**

**Health and Safety Committee**

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

Minutes of the Health and Safety Committee meeting held Tuesday 5 October 2021 at 10am on Zoom.

**Present:** P Brooks, I Burton Palmer, M McDonnell, M Kuhn, H Neal,

J Rook, H Scarborough, C Stewart (*joined 5.1*)

1. **Minutes of the last meeting**
The Minutes of the last meeting were approved by the committee and the Chair.

2. **Matters arising from the previous minutes**
Nothing to report.

3. **Correspondence**

Nothing to report.

4. **First Aid and Accidents**

Nothing to report.

5. **Workplace and Risk Assessments**

5.1 The Personal Emergency Evacuation Place for a student who is becoming a Research Student needs to be revised and a PEEP needs to be put in place. The student is currently working from their Cambridge accommodation.

**ACTION: CS**

6. **Fire**

During fire alarm testing, two courtyard doors failed to open and a south courtyard disabled door release failed. A works ticket with ED has been raised*. [Afternote: Works ticket resolved 06/10/21.]*

7. **Building Matters**

7.1 We are no further forward with getting the reports from the last PAT testing. There was a comment that it be made a Departmental decision rather than an ED decision.

 **ACTION: Building Services**

7.2 Leaks to SN and SC downpipes are ongoing. Richard Thrope, ED are investigating why the works are taking so long.

**ACTION: MMc**

7.3 COVID-19 safe working protocol updated 04/10/21**.**

7.4 Problems with the North and South courtyard power assisted doors has been rectified.

7.5 Electrical work replacing MCBs with RCBOs is ongoing. The remedial work in SW11 is part of the MCB work. *[Afternote: all works completed apart from one loop still to do. New RCBO is tripping, so old MCB left in place – needs investigating. Waiting ED.]*

8. **Lasers**

Two new green lasers for the Lecture Theatres.

9. **West Cambridge Site**

Nothing to report.

10. **Any Other Business**

IBP will be retiring in December. The Chairman passed on thanks and best wishes on behalf of the committee.

11. **Date of Next Meeting**

The meeting will be 10am, Tuesday 25 January 2022.