

**University of Cambridge Computer Laboratory
Health and Safety Committee**

Chairman: P Brooks

Secretary: H Scarborough

Minutes of the Health and Safety Committee meeting held on Tuesday 27 September 2022 at 10am on Zoom.

Present: H Averill, P Brooks, M McDonnell, M Kuhn, H Neal, J Rook, H Scarborough, C Stewart

Apologies: A Digby

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

A Fire Risk Assessment is due to take place next week. All the roof vents and Maglocks on the courtyard doors are not working. Waiting on Colt to advise date they will revisit site.

ACTION: MMc

3. Correspondence

The University's Safety Management Questionnaire was shared with the committee.

The Disability Resource Centre (DRC) are now known as the Accessibility and Disability Resource Centre (ADRC).

4. First Aid and Accidents

4.1 The following were reviewed at the meeting:

Ref tba: Incident reported by the injured patient. Waiting AssessNET reference. HS will contact the Safety Office to locate the incident reference and assign to PB. *[Afternote: ACCB272/A14]*

ACTION: HS

ACCB272/A15: Member of the Department felt unwell.

4.2 The University Safety Office have launched a new online accident / incident reporting system. Training had been delayed due to the pandemic. Review in 6 months.

ACTION: PB

4.3 Helen Neal has passed First Aid Refresher Training.

5. Workplace and Risk Assessments

5.1 The student is currently working from their Cambridge accommodation. Joy will make enquiries as to when the RS will likely start working in the building. MMc will relocate the evacuation chair to FE23 or the FE stairwell.

ACTION: MMc/JR

5.2 An alternative way of storing DSE self-assessment checklists for new starters is ongoing. The SO are outsourcing the work as the UIS have not yet been able to do it. In the meantime, an alternative form is being used. Some work had been delayed due to the pandemic. Review in 6 months.

ACTION: PB

6. Fire

6.1 Fire warden recruitment is ongoing as take up and building occupancy numbers have been relatively low. MMc will approach the new intake at the start of the next Academic Year

ACTION: MMc

6.2 Emergency evacuation chair requalification is due. MMc will update the list of people who require re-training and send out invitations. MMc will carry out the retraining.

ACTION: MMc

7. **Building Matters**

- 7.1 The committee agreed that the signs for face coverings to be worn and hand sanitizing may be removed. The First Aider lists and first floor kitchen timer signs require updating.

ACTION: MMc

8. **Lasers**

- 8.1 MK will be meeting with CS and the HoD to clarify if any of the microscope-mounted lasers or other equipment removed from SE09 were on the departmental asset register. He will also ask the user to delete any removed lasers and related items from the sys-admin equipment inventory database and will update the laser register. There are currently no Class 3B or Class 4 laser devices being used in the building.

ACTION: MK

9. **West Cambridge Site**

- 9.1 There are loose setts along the shared path that runs between JJ Thomson Avenue and Clerk Maxwell Road, south of WGB, which was felt to be dangerous. The committee also suggested that the posts at either end of the shared path require reflective tape. ED job reference, Call No: 142282.

ACTION: MMc

10. **Any Other Business**

Nothing to report.

11. **Date of Next Meeting**

The meeting will be 10am, Tuesday 10 January 2023 and will remain online, review annually. PB will send the Zoom link.