

**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 10 January 2023 at 10am on Zoom.

Present: H Averill (from 9.), P Brooks, A Digby, M McDonnell, M Kuhn, H Neal, J Rook, H Scarborough, C Stewart

Apologies: None

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**
 - 4.1 The following were reviewed at the meeting:
ACCB272/A16: Member of the Department felt unwell
ACCB272/A17: bike accident
To be advised: incident/accident (with Department of Engineering SO & CST SO)
 - 4.2 Incidents and accidents are reported on the online reporting system. It is no longer a requirement to update the Accident Book.
 - 4.3 Piete Books has completed First Aider Requalification.
5. **Workplace and Risk Assessments**
 - 5.1 The evacuation chair has been relocated to the FS staircase. This item will be dropped from the Minutes.
 - 5.2 An ergonomic keyboard and mouse has been purchased against Department Funds for an ACS student: Logitech Ergo K860 Keyboard - £65.27 (inc. VAT) and Logitech MX Vertical Mouse - £119.94 (inc. VAT).
6. **Fire**
 - 6.1 Fire warden recruitment is ongoing as take up with folk hybrid working and building occupancy numbers being relatively low. The difficulty in recruiting has been recognised higher up in the University.

ACTION: MMc
 - 6.2 Emergency evacuation chair requalification is due. AD will update the list of people who require refresher training and send out invitations. MMc will arrange training.

ACTION: AD / MMc
 - 6.3 A Risk Assessor from C S Todd & Associates Ltd visited 6th October 2022. Four doors did not close fully on release. This has been reported to ED. *[Afternote: Five doors in total are not fully closing. Equans ticket reference 1072497.00, P3 Category C Non Urgent]*
 - 6.4 There was a fire evacuation on 7th October 2022. This was due to a faulty smoke head in FC08. Marlow (BBC) attended site the same day and replaced the smoke head.

7. **Building Matters**

7.1 The signs for face coverings to be worn and hand sanitizing have been removed. The First Aider lists and first floor kitchen timer signs have been updated. This item will be dropped from the Minutes.

7.2 The leak detection fault (not full alarm) for GN09 goes off once a week. This has previously been reported to ED. AD will follow up with Equans.

The alarm time to be recorded to build a pattern.

ACTION: AD

8. **Lasers**

8.1 SE09 equipment has been removed from the Departmental Asset Register. There is also the sys-admin equipment inventory where 13 items contain the word laser. It has been suggested that these are deleted because the equipment inventory doesn't have anything to do with laser safety. The lasers were bought by donations or through other routes rather than bought by the Department. This is why the lasers are not listed on the Department's Assets Register.

8.2 Simon Moore has a laser cutter on the Laser register.

ACTION: MK

9. **West Cambridge Site**

9.1 There is still concern about the loose setts along the shared path that runs between JJ Thomson Avenue and Clerk Maxwell Road, south of WGB. This has been mentioned at the West Cambridge Academic Board Meeting. AD will follow up with Equans and ED.

ACTION: AD

10. **Any Other Business**

Nothing to report.

11. **Date of Next Meeting**

The meeting will be on Zoom at 10am, Tuesday 16 May 2023.