

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

Chairperson: P Brooks

Secretary: H Scarborough

Minutes of the Health and Safety Committee meeting held on Tuesday 16 May 2023 at 10am on Zoom.

Present: H Averill, P Brooks, M McDonnell, M Kuhn (from 4.2), J Rook (from 4.),
H Scarborough, C Stewart

Apologies: A Digby, H Neal

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

Minutes were approved subject to a change to 7.2. *[Correction: 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.]*

3. Correspondence

Nothing to report.

4. First Aid and Accidents

4.1 The following were reviewed at the meeting:

ACCB272/A18: Trip
ACCB272/A19: Fell off bike
ACCB272/A20: Felt unwell
ACCB272/A21: Bike incident

To be advised: Trip (with Department of Engineering SO & CST SO) **Action: PB / HS**

4.2 First aiders were asked to let the Safety Secretary know each time they attend a near miss or accident, so that we can ensure that all AssessNet reports are processed.

4.3 The University Safety Office have launched an online accident / incident reporting system (AssessNET). All University Personnel who wish to report an incident may do so themselves using the online Portal Access. Training is not necessary, as guidance is available on the web page.

4.4 A member of staff would like to become a first aider. The Committee have agreed in principle subject to further notification. AC will be invited to the next meeting.

Action: CS / PB

5. Workplace and Risk Assessments

5.1 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.

6. Fire

6.1 Fire warden recruitment is ongoing. There is not a lot of take up on the first and second floor. MMc will ask Central Office if sweeping action is actually required.

ACTION: MMc

6.2 Emergency evacuation chair requalification is ongoing. The list is under review of colleagues who are trained. The Safety Office are surveying each Department on training and how many evacuation chairs each Department has. MMc was tasked to find out if there is another choice of evacuation chair available for general use and if there are upgrade procedures in hand for the lifts.

ACTION: AD / MMc

7. **Building Matters**

- 7.1 The leak detection fault for GN09 goes off once a week. This has previously been reported to ED. AD will follow up with Equans. There is no pattern to the fault.

ACTION: AD

8. **Lasers**

- 8.1 The new laser cutter has been installed and MK will update the Laser Asset Register. The Class of laser has not changed. It is acknowledged that the web interface needs improvement and the Sys-Admin Equipment Inventory may be out of date.

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. Alan Gleaves from the Estates Department has asked Stuart Goodwin to assess and quote for replacement setts. AD will follow up with Equans and ED.

ACTION: AD

- 9.2 A member of the committee reported seeing cars (including a taxi) driving along the footpath to access the William Gates Building visitors car park and considered this to be a serious safety concern. Photos have not been taken but it is reported this has been seen on a number of occasions. Committee members felt that this minute should be emailed to Safety Office with a copy to someone responsible for the West Cambridge site infrastructure.
[Afternote: The Building Services Coordinator has since spoken to one driver seen doing the above who stated they thought the block paving indicated the entrance to the car park. They were very apologetic.]

The previous matter prompted another committee member to raise an issue about the safety of the junction to the access road for Car Park 2. We have received numerous complaints about lack of clarity for the right of way of cyclists and there are serious concerns about this becoming an accident hot-spot. It was agreed that this matter would be included in the forwarded minute to the Safety Office / West Cambridge site management.

ACTION: PB

10. **Any Other Business**

Nothing to report.

11. **Date of Next Meeting**

The meeting will be on Zoom at 10am, Tuesday 26 September 2023.