

**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 26 September 2023 at 10am on Zoom.

Present: P Brooks, A Chop, A Digby, M McDonnell, M Kuhn, H Neal (from 3.), J Rook, H Scarborough, C Stewart

Apologies: None

0. The committee welcomed AC to the meeting.
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**
A campaign group is planning an escalation of activity across university estates in the coming weeks. The University Security team are aware and remain vigilant. The Department are looking at ways to make everyone aware.
4. **First Aid and Accidents**
 - 4.1 The following were reviewed at the meeting:
To be advised: Trip (with Department of Engineering SO & CST SO) **Action: PB / HS**
 - 4.2 AC will be attending First Aid Qualification Training 24, 25, 26 October 2023. AD will be attending First Aid Fresher Training, 4, 5 December 2023.
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 UIS have not yet been able to do it. In the meantime, an alternative form is being used. Waiting UIS.
 - 5.2 A student has wrist discomfort and requires a risk assessment. **Action: PB**
 - 5.3 The Safety Office have employed a new person to re audit the Department. A meeting will be arranged with them, PB, AD and CS. **Action: CS**
6. **Fire**
 - 6.1 Fire warden recruitment is ongoing as take up is slow. MMc will do another sweep of recruitment during Michaelmas Term. ED recognise there are challenges with recruitment. Building occupants are to be reminded that it is their responsibility to get out when an alarm sounds, being especially aware of other room users. **ACTION: MMc**
 - 6.2 Emergency evacuation chair requalification is ongoing. Waiting for a list of training dates. **ACTION: AD / MMc**
 - 6.3 Five fire doors were closing but not sealing. Contractors attended site and adjusted the five doors that were not sealing properly. They now all close and seal as they should.
7. **Building Matters**
 - 7.1 The leak detection fault alarm for GN09 seems to have cleared itself. *[Afternote: the fault is back]* **ACTION: AD**

7.2 There is no Health and Safety issues to report for the solar installation project. The University's Project Manager has been inspecting on the University's behalf.

8. **Lasers**

8.1 There is one laser on the laser register. MK will update the laser cutter risk assessment. The Sys-Admin Equipment Inventory is up to date.

ACTION: MK

9. **West Cambridge Site**

9.1 The loose setts along the shared path that runs between JJ Thomson Avenue and Clerk Maxwell Road, south of WGB have all been repaired.

9.2 Cars have been driving along the footpath to access the William Gates Building visitors car park and considered this to be a serious safety concern. This has been reported to the Safety Office and Safety Director. PB will follow up on this.

ACTION: PB

10. **Any Other Business**

Nothing to report.

11. **Date of Next Meeting**

The meeting will be on Zoom at 10am, Tuesday 30 January 2024.