

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

Chairman: Dr P Brooks

Secretary: Mrs L Heptonstall

Minutes of a meeting of the Health and Safety Committee held at 14.15 on Wednesday 19th May 2004 in Room GC22, William Gates Building.

Present:	Dr P Brooks	Ms J Cartwright
	Mrs L Heptonstall	Ms V Capaldi
	Mrs M Levitt	Mr A Brown
	Mrs C Matthews	Mr S Bishop
	Dr M Kuhn	

Apologies: Mrs R Moss, Mr A Wonfor.

Veronica Capaldi was introduced to the committee as Angela Barretto's replacement while she is on maternity leave.

1. Minutes of the last meeting

The minutes of the meeting held on the 21st April were approved and signed.

2. Matters arising from the Minutes

None.

3. Correspondence

3.1 The University's new Statement of Health and Safety Policy has been received and our web page has been updated to link to it. V Capaldi has been asked to draw Intel's attention to item 13 on embedded labs.

ACTION VC

4 First Aid and Accidents

4.1 One new accident form had been received for an accident that happened on a stairwell due to the cleaners not using correct warning posters for wet floors.

AB informed the group that the cleaning staff are trained and correct guidelines are in place but this particular incident was down to staff error. AB has requested to be notified if anything like that happens again.

4.2 Concern was aired over Health and Safety training in the café. After investigating recent complaints it transpires that there is a high turnover of staff in the café at the moment, and the management team are aware that there have been problems with the agency staff and that these problems have been addressed.

5. Workplace Assessments

5.1 PB requested input from the committee to help redesign the WPA form as it needs to be more focussed on the person themselves not just the area. He also added that there will soon be a campaign running to get the WPA records up to date.

6 Fire

6.1 AB reported that in 2 weeks safety office is holding a training fire managers course for people on the West Cambridge Site. Also in the afternoon there will be fire warden training to be held here. AB requested that all departments are to inform him if extra wardens or extra training is needed. JC asked for an evacuation practise, AB said one was on the way but the date will not be announced.

7. Building Matters

7.1 AB is collecting together emergency procedure documents the main set of which is to be kept in AB's office, with another file in reception. **ACTION AB**

7.2 Now that the building will soon be completed, we are starting a campaign to check all our PAT records are up to date. The SO will be coming to do a training session with both our PAT machines. The SO have told us that it is not necessary to record the testing of IEC mains leads.

8. West Cambridge Site

None.

9. Any Other Business

9.1 It has been noticed that skateboarders have been using JJ Thomson Avenue at weekends and out of office hours. Security cameras have been turned around, but SMT are aware of the problem and will be dealing with it.

Dates of the future meetings

16 June, 21 July, 18 August, 15 September, 20 October, 17 November, 15 December