

University of Cambridge Computer Laboratory
Health and Safety Committee

Chairman: Dr P Brooks

Secretary: Mrs K Ellis

Minutes of a meeting of the Health and Safety Committee held at 14.15 on Tuesday 21st February 2006 in room GC22, William Gates Building.

Present: Mrs F Billingsley Dr P Brooks Mr I Burton-Palmer Mr D Cottingham
Mrs K Ellis Dr M Kuhn Mrs M Levitt Mr M McDonnell
Mrs C Matthews Mrs R Moss

Apologies: Mrs A Barreto

1. Minutes of the last meeting

2. Matters arising from the previous minutes

None

3. Correspondence

3.1 PB reported on a University course *Introduction to Assistive Technology* which FB will be attending on the 23rd February.

3.2 PB received an email from Central Authorities reminding Safety Officers of the of risk allergy when using Latex Gloves. This was of no concern to the Laboratory as all latex gloves have now been removed from our first aid boxes and replaced by nitrile gloves.

3.3 PB received correspondence on *Safety in Selecting and Using Ladders* and *Mercury Monitoring*. There were no takers for these courses as the relevant people are already trained.

3.4 PB also reported on a course for users of Hydrofluoric Acid and Cyanide. This is a new course and we are currently surrounded by people using it so PB, MK and MMcD are already enrolled on the course and FB is in the process of doing so. (*Afternote: FB is now going on the course.*)

4. First Aid and Accidents

None

5. Workplace Assessments

5.1 PB carried out a WPA for a member of staff with arthritis. She found that a smaller trackball on her mouse made a huge difference and also tried a tablet which she now alternates between the two.

6. Fire

6.1 MMcD reported he has been round to the Fire Action Points (Call Points) and put up revised plates stating where to report to in the event of a Fire. He also had the website updated and added details of where to report to in the event of a fire.

7. Building Matters

7.1 There are still ongoing problems with the sliding door failure modes but IBP reported that he has been in touch with Chubb who are due to come in and meet with him.

ACTION: IBP

- 7.2 PB told the committee the temporary signage for delivery vehicles at the front of the building has now been lowered by 300mm to avoid obstructing drivers' views.
- 7.3 It was reported to the Committee that people have been found smoking on balconies at the east side of the building. After discussion it was agreed that MAL would draft an email for AH to send round to Building Users. (*Afternote: This has now been done.*)
- 7.4 Shortly after we moved into the building, evidence of rodents were found, mostly damage to cables in floor boxes. PB told the committee he was recently investigating a network problem in FN01 and found rodent damaged cables.
8. **West Cambridge Site**
- 8.1 PB reported the cycle path will be finished in the next three weeks. There will be heavy planting and then a bollard to be put in one end of the path. Hopefully this will deter cars attempting to drive down there.
9. **Any Other Business**
- 9.1 MMcD has arranged a refresher session for the Evac Chair on the 24th March; anyone interested to let him know. RM suggested MMcD talk to a member of her team to use as a volunteer in the exercise.

Dates of the future meetings:

21st March, 18th April, 16th May, 20th June (in GS15), 18th July and 15th August, 19th September, 17th October, 21st November and 19th December 2006.