

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 18th April 2006 in room GC22, William Gates Building.

Present: Mrs A Barreto 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:

1. Minutes of the last meeting

The minutes of the meeting held on the 21st March 2006 were approved and signed. RM pointed out that the dates were wrong at the top. This has now been corrected.

2. Matters arising from the previous minutes

None

3. Correspondence

3.1 PB reported on University Courses: *University Laboratory Gases Safety Awareness Workshop, Mercury Monitoring, Personal Safety Awareness, Safety in Selection and Use of Ladders, Inspecting the Workplace, Using Containment Facilities and Microbiological Safety Cabinets, Investigating Accidents, Introduction to Risk Assessment for Staff in Science Departments, Laser Safety for Class 3B and 4, Laser Users and Research Supervisors and Safe Use of Artificial Sources of Ultraviolet Radiation*. There were no takers for any of these courses due to staff being already trained or the courses not being applicable to the department. The department noted that the number of available courses was much larger than it used to be, and the HSD should be please with the improvement.

3.2 PB reported on correspondence about *Principal Investigators, do you know how to fulfil your health and safety responsibilities?* PB contacted the course organiser and was told that this was intended for work being carried out in Laboratories. She said there were plans to do something similar for office based work and would make contact when details were sorted.

4. First Aid and Accidents

4.1 There has been some consideration of departmental defibrillators. A member of staff was concerned that the department did not have any and suggested that there should be at least one in the street and a second in the private part of the building. PB checked the plans and there is currently one in Fenner's and the next phase, West Cambridge might be one of those sites. If this does happen first aiders will need to be trained accordingly. When this is done, buying AED's for the department would just be a matter of purchasing and maintaining the equipment, so the staff member could seek the necessary funding.

4.2 PB reported on the Hydrofluoric Acid and Cyanide Course. It was thought to have been very useful. PB/AW will arrange a visit for first aiders to have a look round the CAPE Building to get to know the building in general and to see the specialist equipment in particular.

ACTION: PB/AW

5. Workplace Assessments

5.1 A WPA was completed by a member of staff who is suffering from neck/back pain. PB recommended going to Occupational Health. The department will order a suitable chair if this is recommended.

6. **Fire**
None

7. Building Matters

7.1 IBP is still chasing Chubb to modify the controls for the Student Entrance Doors.

ACTION: IBP

7.2 There has been some concern about the lack of manifestation on the large panes of glass in the building, but IBP had checked the Building Research Technical Report Approved Document N, dated January 2006 and the guidance notes indicate that we do not require manifestation because of the design of our window framing. The committee agreed that IBP would remove the signage from the sliding door, which actually refers to the area between the doors into which they slide and place them in a more appropriate place on the wall beside the doors.

7.3 The committee discussed the humidity levels in the department and it was decided that IBP and MMcD would take some readings around the building and report back at the next meeting.

ACTION: MMcD/IBP

8. West Cambridge Site

8.1 PB reported the cycle path was now open and being used although there is still work to be done on CMR.

9. **Any Other Business**
None

Dates of the future meetings:

THERE WILL BE NO MAY MEETING

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