

**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 July 2006 in room GS15, 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

1.1 There was a correction to the previous minutes. 7.2 “committee’s” should have read “committee”.

1.2 The minutes of the meeting held on the 20th June 2006 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

3.1 IBP attended the Catering Co-ordinators Event which took place on the 12th June. There was nothing to report.

4. First Aid and Accidents

NR064: A member of EMBS slipped with a Stanley knife and caught his hand. A first aider was called and the cut was cleaned and dressed. No further treatment was needed.

5. Workplace Assessments

6. Fire

7. Building Matters

7.1 IBP reported on the humidity levels which were found to be normal for this time of year. There will be another set of measurements taken later on in the year. MK measured the humidity levels in FE11 which he also found normal.

7.2 IBP is still looking into mechanisms to deal with the student mobility problem of the GLE to the Library.

ACTION: IBP

7.4 It was found that after the 5 year electrical testing which took place on the 16th July, when the building loses power the front doors open automatically. IBP was concerned about the security/fire aspects and will check with Chubb/EMBS Fire Department to discuss alternatives. IBP reported the PAT may be out sourced to contractors who are yet to supply a quote.

ACTION: IBP

8. West Cambridge Site

8.1 PB reported work has now started on the Coton Footpath. It was noted the path would try to be kept clear at all times.

9. Any Other Business

9.1 PB was concerned about the occupancy levels in SC11. RM has reduced numbers in that room to be within in HSE regulations.

9.2 PB was also concerned about soldering work taking place in SC11. It is planned that this work will be taken off site and IBP/PB will monitor the situation.

9.3 DC expressed his concerns about not being able to open windows within the building. IBP explained it is not a good idea to have windows open for a long period of time because this is not energy efficient. The chiller unit is only able to operate on half power at the moment because of a mechanical fault. EMBS are finding funds for a replacement unit. Notification to building users will be sent when we have a replacement unit installed.

ACTION: IBP

Dates of the future meetings:

NO MEETING IN AUGUST

19th September, 17th October, 21st November and 19th December 2006.