

**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 19th September 2006 in room GS15, 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:

1. Minutes of the last meeting

1.1 The minutes of the meeting held on the 18th July 2006 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

3.1 PB reported that a large number of companies have declined registering under the new University system for external caterers. If anyone wants to use companies not registered under the scheme they should contact PB or IBP.

4. First Aid and Accidents

NR065: A visitor hit his head on the corner of a shelf in his room. A first aider was called and advice was given but no further treatment was needed.

4.1 PB reported on feedback he had received from Physics regarding a 999 incident. There were concerns that maybe people were unaware that the requested emergency service was put into action immediately on receipt of the call and that being asked for further information did not delay this. It was agreed that Reception should be reminded of this.

5. Workplace Assessments

5.1 IBP had looked into mechanisms to deal with the student mobility problems but the student is no longer coming.

5.2 DRC (Disabilities Resource Centre) has invoiced us for an EPSRC Student who has dyslexia. He was given a special grant for a laptop but somehow the invoice was given to the Lab nine months after the purchase, by which time some of the details had been forgotten. If anyone is referred to the DRC, we need to get details of the assessment and any purchase made.

5.3 PB reported we have a new first year undergraduate with cerebral palsy who will be bringing his own keyboard. No other special arrangements are expected to be needed, but we should prepare a personal emergency evacuation plan (PEEP).

5.4 A new member of staff suffers with back problems. Building Services have contacted Posturite who are going to come to perform an assessment.

5.5 The Committee decided we didn't need to evaluate new people with RSI before buying equipment. Once they had completed a WPA and have been referred to Occupational Health the Department would then order what was required.

5.6 It was agreed to update the website detailing the induction crib sheet and the emergency evacuation and bomb alert procedures before the start of the Michaelmas Term.

6. **Fire**
Nothing to report.

7. **Building Matters**

7.1 IBP reported the 5 year electrical testing was now complete and all safety aspects for the building were fine.

7.2 PB reported that the HSE have new guidance on soldering.

7.3 PB asked what current fuses we should stock. A fuse had blown in some equipment and he wasn't sure if the lab stocked intermediate fuses. It was decided that IBP would check which current fuses he has in stock and then go from there.

ACTION: IBP

7.4 The Committee discussed the current procedure for smoke detector testing. IBP said that when Defensor arrive they contact him and Security and let them know what zones they are turning off and when. PB asked for an email to go round the building telling people when they are here and how long. IBP said he would do this as required.

7.5 PB reported that Stores now arrange recycling of batteries as well as paper, cardboard, aluminium cans, toner cartridges, light bulbs and IT equipment. Building users have been asked to take such items to Stores.

8. **West Cambridge Site**

8.1 PB reported on an attempted theft at the Vet School. There was no threat but building users should be aware of it.

9. **Any Other Business**

9.1 PB also reported that the Security Group will be moving their laser laboratory to a laser lab recently vacated by Optics.

Dates of the future meetings:

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