

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 17th October 2006 in room GS15, William Gates Building.

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

Apologies: Dr M Kuhn Mrs M Levitt

0. The Chairman welcomed Jasmine Hou to the Committee as a new first aider.
1. **Minutes of the last meeting**
 - 1.1 The minutes of the meeting held on the 19th September 2006 were approved and signed.
2. **Matters arising from the previous minutes**

None
3. **Correspondence**
 - 3.1 PB reported on training courses - Libraries, Asperger, Dyslexia and Confidentiality. The Librarian will attend the first training course, the Asperger and Dyslexia have already been attended by Student Admin, who will be attending the Confidentiality course.
4. **First Aid and Accidents**

NR066: The Catering Manager from West was lifting a tin out of the oven when she caught the tin on her arm causing the gravy to spill up her arm. Two first aiders were called and she was taken to A+E for further treatment.

 - 4.1 PB reported on an additional first aider in the Lab who will be covering a maternity leave post until further notice.
5. **Workplace Assessments**
 - 5.1 PB had reports of high levels of RSI in new research students; a quarter reported RSI-related problems.
6. **Fire**
 - 6.1 The Evac+Chairs have now been checked by central authorities and are fine.
 - 6.2 The Committee discussed the risks associated with people sleeping in the building. This used to be prohibited under the old fire regulations and although those were now obsolete, University Security recommended that the practice be strongly discouraged. It was agreed that 'cat-naps' in a chair (e.g. whilst running an experiment over-night) were permissible, but that overnight sleeping was not.
 - 6.3 PB told the Committee about a power cut on 16/10/06 which took out the emergency lights for the building. IBP/MMcD found the only way for dealing with this was to go round and unplug and plug the lights in again. Defensor have been informed and will be looking into it.

6.4 The department had experienced two false fire alarms, one after the other. It was thought the first one was triggered by dirt in the smoke heads. Security was informed via telephone and the Fire and Rescue Service attended. The second alarm went off when Defensor were already on site. There were concerns arising from the second incident: some people didn't leave the building and two people used the lift. It was also thought that once everyone was out of the building they stood too near the front doors. The Committee decided that once everyone had congregated outside the front the building, the fire warden in charge (identified by the orange jacket) would be responsible for making sure that people do not get in the way of the Fire and Rescue Service.

6.5 The Committee discussed the procedures for controlling entrances while the alarms are active. PB reported a delivery driver entering the building via the student entrance during the fire alarm. MMcD said in future the first fire warden to report in will be sent to that entrance.

7. Building Matters

None

8. Lasers

8.1 MK sent his apologies to the meeting. He sent a message to say the laser laboratory had not yet moved to its new location in SE09.

8.2 PB reported on the New Laser Safety Audit. He suggested that if possible this should be delayed until after the laser laboratory's move.

9. West Cambridge Site

None

10. Any Other Business

10.1 RM reported the internal doors on the CEL corridor had failed while trying to exit them by pressing the green button. Chubb were called to rectify the problem but it was noted that in a case of emergency there is a green break glass above the button to obtain exit. Additional notices were to be displayed.

ACTION: MMcD, IBP

(Afternote: an inspection after the meeting revealed that the break glasses were labelled directly above the green buttons, so no extra notices were needed.)

10.2 DC reported while trying to evacuate people from the MPhil Lab during a fire alarm he had to open the door with a cotag card. During a fire alarm all central locked doors should become disable. MMcD thinks the door if pushed would have opened without a cotag card but will check on the next fire alarm practice. *(Afternote: MMcD did check the door and they didn't release. Needs to look into this further.)*

ACTION: MMcD

Dates of future meetings:

21st November and 19th December 2006.