

**University of Cambridge Computer Laboratory
Health and Safety Committee**

Chairman: Dr P Brooks

Secretary: Mrs C Matthews

Minutes of a meeting of the Health and Safety Committee held at 14.15 on Tuesday 16 January 2007 in room GS15, William Gates Building.

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

Apologies: Mrs K Ellis, Dr M Kuhn,

1. Minutes of the last meeting

1.1 It was noted that the meeting on 19 December was cancelled. The date of this meeting read 23 January so this was corrected to 16 January. The minutes of the meeting held on the 21st November 2006 were then approved and signed.

2. Matters arising from the previous minutes
None.

3. Correspondence

3.1 PB reported that more caterers had declined the option of being University registered. However, one caterer has now registered. We will continue to use non registered caterers as we have been doing.

3.2 PB reported that we have received correspondence regarding the need to use personal eye protection. This had little relevance for the Computer Laboratory, though MMcD reported that protective goggles were kept for use with the drill.

3.3 A Departmental Catering Coordinators meeting will take place on 11 June 2007.

3.4 PB reported on the list of various course details that he had been sent:
Departmental Safety Officer and Administrator Briefing: Noise and Investigating Accidents
Laser Safety for Class 3B and 4 Laser Users and Research Supervisors
Manual handling
Mercury Monitoring
Risk Assessment and Afterwards
Safe Use of Artificial Sources of Ultraviolet Radiation
Using Containment Facilities and Microbiological Safety Cabinets
Writing a Safety Policy

Committee members should contact PB if they are interested in receiving any further information.

3.5 A security notice had been circulated regarding theft. PB asked if there was anything this Committee should consider. It was agreed that the circulation of the message was sufficient action.

4. First Aid and Accidents

- 4.1 A visitor had banged their head on the glass windows at Reception. An informal complaint was made, which was thought to be a joke, but nothing had been made formal. Markings had already been placed on the glass to try to rectify this problem but this is the only occurrence since then so it is hoped it won't happen again.
- 4.2 Accident NR0067 was reported. This was a minor bang on the head and no further action was required.
- 4.3 PB reported that Wests has a new First Aider.
- 4.4 There had been a West Cambridge First Aiders meeting in December. This was generally felt to have been a very good meeting.

5. Workplace Assessments

None.

6. Fire

- 6.1 MMcD reported that remedial work to door seals and glass was almost complete. It was noticed that the scaffolding lorry had been parking in the emergency access space in the front car park. It was also reported that this space was becoming regularly blocked by other users. It was therefore agreed that warning notices should be placed under the windscreen wipers of offending vehicles.

ACTION: IBP/MMcD

- 6.2 DC asked if the front doors now worked correctly out of hours. Building Services thought that any problems had now been rectified with the works that took place during December but agreed to check they were working as they should.

ACTION: IBP/MMcD

7. Building Matters

- 7.1 PB reported that bottle recycling is now available through stores.

8. Lasers

MK not being present this item was postponed to the next meeting.

ACTION: MK

9. West Cambridge Site

None.

10. Any Other Business

None.

Dates of the future meetings:

20th February, 20th March, 17th April, 15th May, 19th June, 17th July, 21st August, 18th September, 16th October, 20th November and 18th December 2007