

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

**Chairman:** Dr P Brooks

**Acting Secretary:** Mrs C Matthews

Minutes of a meeting of the Health and Safety Committee held at 14.15 on Tuesday 20<sup>th</sup> February 2007 in room GS15, William Gates Building.

**Present:** Dr P Brooks            Mr D Cottingham            Dr M Kuhn  
              Mr M McDonnell        Mrs C Matthews            Mrs R Moss

**Apologies:** Mrs F Billingsley        Mr I Burton-Palmer        Mrs K Ellis  
                  Mrs M Levitt

**1. Minutes of the last meeting**

1.1 RM pointed out that she was at the meeting on 16<sup>th</sup> January 2007 but was not noted as an attendee. This was corrected and the minutes were approved and signed.

2. **Matters arising from the previous minutes**  
None.

3. **Correspondence**  
None

**4. First Aid and Accidents**

4.1 Two incidents where the same person, currently taking warfarin, had cut his finger. Because of the effect warfarin has on blood clotting, a First Aider was called to administer a dressing. It was noted that the person was likely to be coming off the medication within a month.

4.2 Another minor accident had happened but despite a form being issued for completion it had not been handed in. RM to chase. **ACTION: RM**

5. **Workplace Assessments**  
None

**6. Fire**

6.1 MMcD reported that new sounders had been fitted on all the east balconies and on the main balcony on the west side of the building. Panic alarms were fitted to all balconies.

6.2 MMcD reported that fire alarm testing would be happening during the afternoon. Building users had been told about this but MMcD was to send another email reminding everyone this was happening. It was noted that the system should announce the alarm was a test. **ACTION: MMcD**

**7. Building Matters**

7.1 MMcD reported that IBP has done a risk assessment for the water tank work. There were no problems arising from the work but test results of a water sample were awaited.

7.2 MMcD reported that the problems with the student doors arose because the door closures were old and needed to be replaced. It was noted that EMBS had fitted new parts and the doors were working properly.

7.3 MMcD said that the work to fit cladding to the stairwells was going well and no problems had arisen. The work was being done in two phases; first the main walkways and then the stairs and kickboards.

8. **Lasers**

MK reported that the lasers had been moved from GE10 to SE09.

9. **West Cambridge Site**

Gritting arrangements around the WGB were commended but some concern had been expressed about the ice/snow on the cycle path and Coton Footpath. EMBS agreed to incorporate the gritting of the cycle path and Coton Footpath up to Clerk Maxwell Road in their schedule. DC suggested next time we get bad weather we should check that the section of cycle path from Madingley Road to the WGB is gritted as it was not clear that this had been done during the recent bad weather.

10. **Any Other Business**

DC queried the recent security notice sent to building-users and asked if it would be possible to have more information about incidents in such emails. This was not considered to be a matter for the Health and Safety Committee and should be referred to IBP.

**ACTION: DC/IBP**

11. **Dates of future meetings**

15<sup>th</sup> May, 19<sup>th</sup> June, 17<sup>th</sup> July, 21<sup>st</sup> August, 18<sup>th</sup> September, 16<sup>th</sup> October, 20<sup>th</sup> November and 18<sup>th</sup> December 2007

*(Afternote: The frequency of meetings was discussed. In view of the secretary's forthcoming maternity leave and the infrequency of urgent business needing a meeting, it was agreed to cancel meetings as necessary, starting with the meeting in March when the Secretary would be absent.)*