

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 15th May 2007 in room GS15, William Gates Building.

Present: Dr P Brooks Mr I Burton-Palmer Mr D Cottingham
 Dr M Kuhn Mrs M Levitt Mr M McDonnell
 Mrs C Matthews Mrs R Moss

Apologies: Mrs F Billingsley Mrs K Ellis

1. Minutes of the last meeting

1.1 The minutes of the meeting held on the 20th February 2007 were approved and signed.

2. Matters arising from the previous minutes
None.

3. Correspondence

PB said there was nothing particular to report after the Annual Safety Conference.

4. First Aid and Accidents

4.1 **NR070:** This was a minor cut on the finger and no further action was required.

4.2 PB reported on the First Aid Session. It was found to be a very useful meeting. It was also good that groups are merging so first aiders can now go to any group session they choose.

5. Workplace Assessments

5.1 PB reported on use of ergonomic chairs. 2 users borrowed a chair for short term use due to an injury and the other 2 are being used for on going problems. Some footrests have also been issued. It was agreed that PB will send an email to Teaching and Research to make people aware of the equipment we have to aid comfort and posture etc.

ACTION: PB

6. Fire

6.1 DREAM (Departmental Response Emergency Action Manual) has now been checked and installed. The manual is now in place in the cabinet just inside the main front doors. This contains information for planning emergency procedures. IBP has the key for the cabinet. Security and the Fire Brigade also have a key. It was noted that the bag inside the cycle store contains practical stuff for us to use in the event of an emergency.

6.2 The Evac+Chair practice has taken place. This was a useful update as a few things had changed. It was also useful to have a disabled person take part in the practice. MMcD reported that EMBS condemned one chair we had but a replacement has already been made.

6.3 PB reported that there are plans to bring in a new Fire Alarm Policy. If there is a false alarm we can now inform the fire brigade and tell them this is the case. There was some feeling that this puts a lot of pressure on people but PB said the new procedure is really aimed at people who are working on equipment and might set off a false alarm.

7. Building Matters

7.1 IBP, as Facilities Manager, has been nominated as our contact person for Pressure Vessels and Systems and for Lifting Equipment. CM agreed to check EMBS had received this information.

ACTION: CM

7.2 IBP reported that there are still a few gaps in the stairwell cladding but the work has not finished yet. No problems have occurred during the works.

7.3 PB raised Health and Safety concerns about out of hour access to the Lecture Theatres. It was considered not to be a risk as most external access would be made during the day.

7.4 PB reported an occupant in FN was concerned that the air conditioning was making him cough. IBP confirmed there is no air conditioning unit in FN just a chilled beam. The situation will be monitored.

7.5 MAL reported that some Diploma Students had had an unauthorised BBQ on the SW12 balcony in the evening of Saturday 5th May. Security saw smoke, reported this to IBP and was given notice to stop the event and escort the offenders off the balcony. MAL was very concerned about this and considered whether the Proctors should be informed. She decided against this and emailed the students concerned direct. We hoped there was little likelihood of this happening again.

8. Lasers

None.

9. West Cambridge Site

None

10. Any Other Business

None

11. Dates of future meetings

17th July, 21st August, 18th September, 16th October, 20th November and 18th December 2007