

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 21<sup>st</sup> August 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  
              *Dr A Rice in attendance up to item 5*

**Apologies:** Mr I Burton-Palmer, Mrs M Levitt

**1. Minutes of the last meeting**

1.1 The minutes of the meeting held on the 15<sup>th</sup> 2007 were approved and signed.

**2. Matters arising from the previous minutes**

PB clarified minute 6.3. The cancellation of the fire alarm must be done via security.

**3. Correspondence**

3.1 In the past, a hand prepared paper copy of the Annual Safety Report has been required every year but the University has decided that sufficient monitoring is in place and there is now no need for us to provide the report. The Committee thought this was progress.

**4. First Aid and Accidents**

4.1 The Annual Safety Conference was deemed to be a reasonable success, though some thought less lecture sessions and more hands-on practice would have been more useful.

4.2 PB reported that an Automatic External Defibrillator was going to be purchased for the West Cambridge Site and it was most likely it would be placed in the WGB. There was some discussion about where it might be best located and Reception seemed to be the most obvious place. However, where it will be kept and how people will access it will be decided once its position has been confirmed.

4.3 PB reported that a building user has expressed a wish not to be resuscitated should the need arise. The Committee discussed the implications of this and it was agreed that PB needs to pursue this further with the user as legal documentation must be held on file before this is taken into consideration. If anyone has any more views they should let PB know. This item raised further discussion about special medical needs that any building users might have. The Committee agreed we should invite building users to inform the Committee of any medical condition they would like to be taken into consideration for first aid purposes.

**ACTION: PB**

**5. Workplace Assessments**

5.1 Two new research students with severe RSI are about to start. It was agreed that all we can do is supply them with all the facilities they need to help them, Voice Recognition being the main tool.

5.2 A user had a reoccurrence of a back problem but was pleased to report that the kneeling chair has helped to relieve the problem.

5.3 PB reported that we now have an official “CL Fitness Club”. Currently on offer is Pilates on Tuesday, Aerobics on Wednesday/Thursday and running on Friday. PB said that the Head of Department is keen to support the Club and has indicated it might be possible to provide some resources. The Committee was pleased to see this happening but some concern about the suitability of Room FW26 for aerobics was raised. AR suggested that a few changes to this room, i.e. raising the ceiling lights, increased ventilation and appropriate flooring would help and would not affect the use of the room for teaching and research purposes. PB agreed to talk further to AH about this. It was also noted that it would be good if those involved in planning the East Forum could consider whether a purpose built fitness room should be made available for the West Cambridge Site users. PB agreed to take this to the West Cambridge Health and Safety meeting.

**ACTION: PB**

## 6. Fire

6.1 There has been an incident where smoke was billowing out of one of the cigarette disposal units near the student entrance. The units which were located at the front and side of the WGB have now been removed. IBP had discussed this with the Departmental Secretary before taking action. The Committee thought we should try to discourage people from smoking at the front of the building and near air intakes as much as possible but recognised this was not easy. It was agreed we would monitor this.

6.2 MMcD reported that the FW02 door at the north end of the Street had not been opening on the fire alarm. This problem has now been rectified and all doors have been checked.

6.3 In the absence of IBP it was agreed that the item regarding Maintenance Contract for the Fly –open Doors in the Street be carried forward to the next meeting

**ACTION: CM**

6.4 It was reported that some of the kitchen doors were being wedged open and it was suggested that it would be better if they were fitted with closures. PB reported that some of the rooms have been redefined and only those defined as kitchens need to have a closed door. MMcD agreed to draw up a list of those needing closures.

**ACTION: MMcD**

## 7. Building Matters

7.1 The user of the dedicated parking space nearest the main entrance will no longer need his allocated parking space so, as planned when the notices were initially put up, this has been changed to a disabled parking bay. RM questioned whether one of her group might be able to use the space. The Committee agreed that with a disabled parking badge, the user was perfectly entitled to use this space if they wished. RM agreed to inform.

**ACTION: RM**

It was also agreed that Building Services should remind the cleaning team that they should not be parking in the front car park where it is designated for emergency access.

**ACTION: IBP/MMcD**

7.2 PB asked if there had been any impact of taking over Second Floor South. The only concern was that we do not have a Fire Warden. It was agreed we would wait until October before we canvas for a volunteer.

7.3 There was an occasion this week where the lift doors would not open and the phone system didn't work as we had expected. Tests on the phones are currently done quarterly but MMcD said this could be changed to two weekly. We also need to establish who the lift phone should direct to first. It was also felt that a lift rescue refresher course would be useful. It was thought that this may no longer be appropriate for building users to undertake but MMcD agreed to check these two things.

**ACTION: MMcD**

7.4 PB asked about any implications for the new access card system. It was agreed we should make sure that it links to the fire alarm system.

7.5 After damage to the flat roof, we are now to get designated walkways. This was for EMBS' use and there was nothing to consider. Building Services have standard procedures for access to the roof.

**8. Lasers**

We are due to have a laser audit and MK will soon make an appointment for this. There are no concerns; MK just needs to check he has updated the website.

**ACTION: MK**

**9. West Cambridge Site**

It was reported that there are loose paving blocks in the lay-by near the WGB. PB to report at the West Cambridge Health and Safety Meeting.

**ACTION: PB**

**10. Any Other Business**

None

**11. Dates of future meetings**

It was agreed that we would skip the meeting due on 18<sup>th</sup> September. The date of the next meeting will be 16<sup>th</sup> October 2007.