

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 15 January 2008 in room FC22, William Gates Building.

Present: Dr P Brooks (Chair) Mrs F Billingsley Mr I Burton-Palmer
 Mr D Cottingham Mr M McDonnell Mrs C Matthews (Acting Secretary)
 Mrs R Moss

Apologies: Dr M Kuhn, Mrs M Levitt

1. Minutes of the last meeting

The minutes of the meeting held on 20 November 2007 were approved and signed.

2. Matters arising from the previous minutes

None.

3. Correspondence

None.

4. First Aid and Accidents

4.1 Contacting mobile first aiders

PB reported that the University paging system does not work and we are finding that quite a lot of mobile phones do not pick up a signal in areas around West Cambridge. PB asked if we should consider alternative methods for contacting first aiders. It was suggested we may consider having a picocell installed. PB agreed to keep an eye on this and report back.

ACTION: PB

4.2 DC asked whether all first aiders will be informed if and when anyone in the building actually does have a formal DNR arrangement in place. (*One particular user had previously requested us not to resuscitate*). PB confirmed we should follow our normal procedure to always resuscitate until we receive any further information.

4.3 Most first aiders have now received training for using an automatic external defibrillator (AED) which is held in the building. PB will ask Lisa Chapman to put a statement on the web to clarify our first aid provision and to inform building users that in the case of an emergency it is likely that an AED would be used.

ACTION: PB

4.4 As reported at the last meeting, a new accident report form has been issued by the Health and Safety Division. MMcD has been updating boxes with the new form but still has a few to do. He will confirm that all boxes have been done at the next meeting.

ACTION: MMcD

5. Workplace and Risk Assessments

None.

6. Fire

6.1 MMcD reported that Hallmark have done a six month check on the smoke detector heads. They have only checked half the detectors and in six months time they will check the rest. After this they submit a full report.

6.2 MMcD has had some more volunteers to be fire wardens. A few of those are based in the 2nd floor south corridor so as soon as they are trained this area of the building will be covered. Unfortunately the fire wardens training course due to be held recently was cancelled but we hope another course will be arranged soon.

(Post Meeting Note: The training has now happened.)

7. Building Matters

7.1 PB reported that new waterproof external panic buttons have been fitted on the balconies. It was noted that as they are the same design as the green exit buttons this may cause problems in the dark. It was agreed we would monitor this and deal with it should it become an issue. It was reported that the sign that says "push both buttons" on the SN balcony should be removed.

ACTION: Building Services

7.2 PB reported that if someone uses a panic button, the alarm will now go direct to Security. The procedure is for Security to phone reception to check if someone is here. If not, they will come out to deal with the problem.

8. Lasers

8.1 In the absence of MK, it was agreed that we should check at the next meeting if the Laser Annual return had been done.

ACTION: MK

9. West Cambridge Site

9.1 PB reported that Andrew Gordon had been in contact with him about parking along JJ Thomson Avenue. AG says that restrictions have been heightened and this seems to be working quite well. The Committee were pleased to see some efforts had been taken to improve the problem.

PB also reported that he had heard from EMBS about the signage on JJ Thomson Avenue. They say that the large granite block at the end of our car park access road cannot be removed until the proposed site plan, which is going to be placed in the layby has been erected. PB agreed that he would talk to AG to try to establish when and if the site plan will happen.

10. Any Other Business

RM reported that they no longer have a wheelchair user working with them.

11. Date of Next Meeting

18 March 2008.