

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

Chairman: Dr P Brooks

Secretary: Mrs K Ellis

Minutes of a meeting of the Health and Safety Committee held at 10.00 on Tuesday 12th May 2009 in room GS15, William Gates Building.

Present: Dr P Brooks (Chair) Mr I Burton-Palmer Mrs K Ellis Dr M Kuhn
Mrs M Levitt Mrs M Sammons

Apologies: Mr M McDonnell Mrs C Matthews Mrs R Moss

0. PB welcomed Megan Sammons to the meeting. She is now a new qualified first aider.

1. Minutes of the last meeting

The minutes of the meeting held on 24th February 2009 were approved and signed.

2. Matters arising from the previous minutes

None.

3. Correspondence

None.

4. First Aid and Accidents

NR083: An undergraduate while suffering a panic attack passed a note from her wallet saying she needed to be left alone.

NR084: A member of staff needed redressing for an earlier cut which had fallen off after becoming wet.

4.1 The department now have a new replacement first aider. Mrs Megan Sammons.

4.2 The committee discussed the viral infection precautions. Special soaps had been distributed in toilets. As the incident has passed, these will be removed. MAL reported she had received an email on the precautions for Swine Flu. It was thought good hygiene procedure should be in place.

5. Workplace and Risk Assessments

5.1 PB reported on a number of up coming courses relating to Workplace and Risk Assessment. MMCD and IBP have done all the relevant courses needed at this time.

6. Fire

6.1 It was reported that fire warden training went well. The department now have 23 wardens re-trained and 2 new ones. MMCD didn't attend the meeting so will report back at the next meeting.

ACTION: MMCD

7. Building Matters

7.1 IBP reported on the Atrium and GE construction work. From a health and safety view all is well. The builders have to get a work permit every time they go up on the roof. The new meeting room is nearly complete apart from a snagging list.

- 7.2 IBP reported on negotiations for the new cleaning contract. He has had 14 different interested parties. All have good health and safety (e.g. COSSH) documentation and are environmentally sound.
- 7.3 IBP also reported on the window cleaning. As we only have the windows cleaned every 6 months there are still on going problems with Pigeons fowling. At present EMBS are making plans for contractors to come out and net off the area around the Atrium and Intel Labs.
- 7.4 IBP reported on the current status of the lift. When CUED engineers cannot rectify a fault on the lifts, Kone (the manufacturers of the lifts) are contacted for spare parts. Unfortunately the programming card was not supplied, so it is not yet working. IBP also reported we are starting to get a few problems with the second lift currently being used more.
8. **Lasers**
None
9. **West Cambridge Site**
- 9.1 MAL reported the meeting of the Council of the School of Technology took place on the 1st May. Further information will come in due course.
10. **Any Other Business**
- 10.1 PB reported on health activities. Pilates and Aerobics have had a recent influx of people attending and are now at their maximum level.
11. **Date of Next Meeting**
22nd September 2009