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 22nd September 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 Mr M McDonnell Mrs C Matthews Mrs R Moss

Mrs M Sammons

Apologies:

1. Minutes of the last meeting

The minutes of the meeting held on 12th May 2009 were approved and signed.

2. Matters arising from the previous minutes

None.

3. Correspondence

None.

4. First Aid and Accidents

NR085: A member of staff suffered with blurred vision which affected his balance, rapidly became worse, he collapsed and an ambulance was called. Tests at hospital were unclear so all first aiders should be prepared in case of a re-occurrence.

NR086: A member of staff narrowly avoided collision with a bicycle at the chicane between Adams Road and Coton footpath. The Coton footpath bend had an overgrown spiky bush which blocked the view and forced cyclists onto the wrong side of the path. This has been reported many times before, and it is due to be cut regularly. RM reported that since this the bush has been cut back and is much less of an obstruction.

- **4.1** PB reported the Defibrillator retraining session went well.
- 4.2 The committee discussed the viral infection precautions. MAL reported the University would continue to monitor under the guidance and general information which can be found on the websites below. It was thought good hygiene procedure should be in place. MAL will send an email relating to all this after the beginning of term.

ACTION: MAL

4.3 PB asked about a new First Aider's Hepatitis-B immunisation. It's OK so far, with the next test in December. It was also reported that people are not being reminded by HSD to have boosters. PB said he would contact HSD.

ACTION: PB

5. Workplace and Risk Assessments

5.1 PB reported we have an external company using one of the lecture theatres who required risk assessments to be done. These have all been completed ahead of time.

- 6. Fire
- 6.1 MMcD reported that the fire warden training refresher went well. The department now have 6 new wardens and 38 in total.
- **6.2** It was also reported the Evac retraining session went well with a total of 14 trained now.
- 6.3 PB reported the Fire Safety Unit have sent through a swine flu contingency plan. It is thought that we are prepared and already follow the recommendations in the Assessment.

7. Building Matters

- 7.1 The department now have 2 working lifts. IBP reported there has been improvement made on the lift for the emergency alarm as we now have 2 phone lines allowing the list to be identified.
- 7.2 PB reported on the festival of Interactive Technology which used sides of the building, outside office hours. The general view was that there were no problems.
- 8. Lasers

None

9. West Cambridge Site

9.1 PB reported on the yellow lining work on Clerk Maxwell Road has been agreed and should take place soon. There is also seen to be a need to add a chicane, while keeping the route passable to cycles, including those for carrying children such as trailer bikes. A design has not yet been suggested, but when one is proposed, the will be consultation with users of the site.

MK expressed his concerns about the very concept of chicanes, especially on nursery approach routes where they form a major nuisance and hazard for parents with cycle trailers. He urged a review of the policy of deploying chicanes on University cycle routes, with a view of removing them entirely, in favour of measures to improve visibility.

10. Any Other Business

- **10.1** IBP asked if the health and safety posters on the notice boards in the main entrance and student entrance could be updated before the Lab induction day. Reception will phone the existing numbers and check they are still correct.
- 10.2 IBP reported on a visit from the fire brigade on Saturday morning. There was too much equipment running with extension leads daisy chained. It's not known what actually set the alarm off but security came and dealt with the problem. The department compiled a report and improvements have already been made in SS06. Building Services will continue to monitor the room.
- **10.3** MK reported to the committee he will be updating the local safety web pages. If anyone has any suggestions they are to contact him direct.

10.4 MK also reported that it is not easy to contact an out of hour's first aider. He suggested with get an extra line with some form of Hunt Group for the First Aiders. PB wanted to make sure that people contact reception in the first instance and to use this procedure if Reception is not contactable.

ACTION: PB

11. Date of Next Meeting 8th December 2009