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 8th December 2009 in room GS15, William Gates Building.

Present: Dr P Brooks (Chair)	Mrs K Ellis	Mrs M Levitt	Mr M McDonnell
Mrs C Matthews	Mrs R Moss	Mrs M Sammons	

Apologies: Mr I Burton-Palmer

- 1. Minutes of the last meeting The minutes of the meeting held on 22nd September 2009 were approved and signed.
- 2. Matters arising from the previous minutes None
- 3. Correspondence None
- 4. First Aid and Accidents NR087: A member of the Café burnt her wrist whilst touching a hot tray from the oven. A first aider was called and cold water was applied to the burn.
- 4.1 MMcD reported the Defibrillator pads best before date had nearly expired so he had replaced them. The Health and Safety Division then sent a new one, so we have three. ACTION: MMcD to check correct procedure with HSD
- **4.2** PB reported a member of staff was concerned about eye problems while using a VDU screen, so went to Occupational Health and was given a basic eyesight test. They arranged an appointment with an Ophthalmic Optician for a full eye test. The University's procedure seems to have worked very smoothly.
- **4.3** MAL said there have been no reported cases of Swine Flu since the last meeting.
- 5. Workplace and Risk Assessments None
- 6. Fire
- 6.1 MMcD reported he has lost 3 fire wardens on the 2nd floor central due to a company leaving. At present he has cover when needed but he will be monitoring the situation.

7. Building Matters

- 7.1 MMcD reported that the Outreach Lecture took place without any problems.
- 7.2 MMcD reported that pigeon netting is being installed. It has not raised any Health and Safety problems so far and should be finished by the end of this week (11th December 2009).
- 8. Lasers None

- 9. West Cambridge Site
- **9.1** PB reported on the Clerk Maxwell Road Chicane. The work is now finished. There has been widespread criticism but the committee felt there was nothing further we could do.

10. Any Other Business

10.1 Green Issues - The committee discussed whether or not this should remain a matter for the Health and Safety committee in light of the raised profile. There being no obvious alternative, the committee were willing to continue.

ACTION: PB to confirm with HoD

11. Date and Time of Next Meeting 9th February 2010 at 10.00am