

**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 5<sup>th</sup> October 2010 in room GS15, William Gates Building.

**Present:** Dr P Brooks (Chair)   Mr I Burton-Palmer   Mrs K Ellis   Mr M McDonnell  
Mrs C Matthews   Mrs M Sammons

**Apologies:** Dr M Kuhn

**1. Minutes of the last meeting**

The minutes of the meeting held on 13<sup>th</sup> July 2010 were approved and signed.

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

None

**3. Correspondence**

None

**4. First Aid and Accidents**

**4.1** PB raised the first aid honorarium with the committee who felt there were definite concerns in cancelling payments to first aiders. One member will be resigning due to this.

**4.2** PB reported the new Evac+Chair is now in place but will need to be carried wherever the person who needs it when moving around the building. PB is still waiting for the Fire Office to contact him about this matter.

**5. Workplace and Risk Assessments**

None

**6. Fire**

**6.1** MMCD reported on the latest fire alarm incident. A smoke head failed which caused the alarm to go off and the fire brigade to attend. The system incorrectly reported it as being on two different floors. Hallmark changed the smoke head. MMCD said they will be coming in to check that all the heads are correctly identified, and will give us an electronic copy of the information.

**7. Building Matters**

**7.1** PB reported we now have a system in place where we can track health and safety items. The department were short of special chairs which have now been put on the system so we know where they are, who is using it and when it should be returned.

**8. Lasers**

None

**9. West Cambridge Site**

None

**10. Any Other Business**

10.1 PB reported on an upgrade to the telephone system. This will take place on the 18<sup>th</sup>/19<sup>th</sup> December which will take the lifts out of action. The committee decided it should be fairly quiet and to either close the lifts or put a warning sign on. IBP will send an email round 1 week before the event. (*Afternote: The proposed date has been put back a week to the 29<sup>th</sup>/30<sup>th</sup> December 2010.*)

**ACTION:IBP**

11. **Date and Time of Next Meeting**  
18<sup>th</sup> January 2011