

**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 18<sup>th</sup> January 2011 in room GS15, William Gates Building.

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

**Apologies:**

**1. Minutes of the last meeting**

The minutes of the meeting held on 5<sup>th</sup> October 2010 were approved and signed.

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

None

**3. Correspondence**

None

**4. First Aid and Accidents**

- 4.1** NR091 – A student had a collision on his bike on Burrell's Walk Bridge injuring his ankle. He was taken to A+E where he was diagnosed with a minor muscle tear. No further problems were reported.

The Committee discussed the Department's procedure for taking people to the Accident and Emergency Department at Addenbrooke's Hospital. The following policy was agreed:

- Building Services will provide a vehicle and driver to take the patient and a First Aider to A&E and to bring the First Aider back to the Department.
- The First Aider will travel with the patient and accompany him/her into the hospital and through the registration process.
- The First Aider is not expected to remain with the patient once the registration process has been completed.

- 4.2** PB reported CM has decided against re-qualifying as a First Aider. She had previously expressed her disappointment at the possible withdrawal of the honorarium and more particularly at what appeared to be a 'lack of value' of the work first aiders do for the University. She had therefore decided to resign from this position.

- 4.3** MMCD and MS commented they STILL have not been paid for some first aid cover they did in June/July 2010. PB agreed to follow this up.

ACTION: PB

**5. Workplace and Risk Assessments**

CM carried out a Risk Assessment for a member of staff who is pregnant.

**6. Fire**

- 6.1** PB reported the Fire Office is happy for the Evac Chair to be stored in Reception and moved to a location when needed.

7. **Building Matters**

None

8. **Lasers**

None

9. **West Cambridge Site**

9.1 MAL reported from the last Site Meeting that there had been two recent accidents on the Burrell's Walk Bridge. The Chairman, Andrew Gordon, had reported that under the University's obligations under the West Cambridge planning approval, the University has to pay the cost of bridge improvements once development at West Cambridge reaches a certain point. This obligation has been triggered by the latest development on the site, but it is not known whether the City Council wishes to proceed with the work. The bridge is alongside Trinity land on one side and common land on the other side and resolution of land issues could be slow. AG will investigate the current position.

9.2 MAL also reported the link between Charles Babbage Road and the Coton Footpath through the Hauser Forum has been added to the salting regime. It has not yet been resolved how the slatted timber boardwalk will be treated without contaminating the water in the ponds.

10. **Any Other Business**

10.1 It was decided that we should put the Upgrade of the Telephone System item on the next agenda as Building Services had not yet carried out a lift emergency phone test. IBP reported this would be done next week. (*Afternote: The testing of the phone equipment in each lift has taken place and they both worked well*)

**ACTION:IBP/MMCD**

11. **Date and Time of Next Meeting**

8<sup>th</sup> March 2011