

**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 4th October 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 H Scarborough

Apologies: Ms C Matthews Mrs M Sammons

1. Minutes of the last meeting

The minutes of the meeting held on 21st June 2011 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

None

4. First Aid and Accidents

4.1 NR093: A member of staff fell off his bike. A first aider was called. Cleaned elbow and dressed then recommended he contact NHS direct if any further related problems occurred.

4.2 PB reported that attendees at an evening conference in the WGB on 19th July helped someone who had fallen off her bike on JJTA and hit her head. An ambulance was called but took 40 minutes to arrive. This was a concern that was passed on to the DSO.

4.3 PB reported on the first aid conference. It was thought the conference was appreciated by all first aiders.

5. Workplace and Risk Assessments

5.1 PB reported on a visitor who complained of back and neck problems. A new chair was ordered and is now in place.

6. Fire

6.1 MMCD reported that he has yet to find a suitable date for the refresher Evac+Chair course.

Action: MMCD

6.2 It was noted that there are a larger number than usual of new students this year with reported disabilities. Student Admin will arrange their Personal Evacuation Plans.

Action: PB/MS

7. Building Matters

7.1 MMCD reported on the water problems within the building. Some of the valves had seized up. It was thought that 20 failed and at least 5 of those were replaced.

7.2 MMCD and IBP also reported on the cleaning of the cladding. They were happy with the equipment used and their safety procedures. It all ran smoothly.

7.3 MMCD reported on a smell of gas coming from the north east corner near the plant room. The area was cleared and interserve, the University sub-contractor, was called and found a leaking joint on the pressure regulator valve.

8. Lasers

The item on the visit by the University Laser Officer to look at our laser cutter was carried over to the next meeting so that our DLO could report.

9. West Cambridge Site

10. Any Other Business

10.1 IBP was concerned about the smell coming from the laser room. It was decided that PB would talk to Ian Leslie, the current main user.

Action: PB

10.2 IBP also reported that the department now has new digital radios, which include a feature for alone working during office hours. If the feature is enabled, the user has to regularly let it know that he is alright, and if there is no such report within the expected period, all the radios produce an alarm signal.

11. Date and Time of Next Meeting

Tuesday 29th November at 10.00am