

**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 29th November 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
Ms C Matthews Mrs M Sammons

Apologies:

1. Minutes of the last meeting

The minutes of the meeting held on 4th October 2011 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

None

4. First Aid and Accidents

- 4.1** NR093: An undergraduate was complaining of leg cramp. He was brought into the warm building and rested for a short period of time. His calf was rubbed to relieve the pain and then recommended he contact the college nurse if any further problems occurred.

5. Workplace and Risk Assessments

None

6. Fire

- 6.1** MMCD reported he had discussed EVAC+CHAIR training with and it was agreed that the department will have official training every 2 years but could run practices as and when it suits.
- 6.2** MMCD also reported he now has another 4/5 people interested in becoming new fire wardens.
- 6.3** Student Administration has now completed the Personal Evacuation Plans and there were no new cases.

7. Building Matters

None

8. Lasers

None

9. West Cambridge Site

10. Any Other Business

- 10.1** IBP reported there are now led lights on trial down the GN corridor.
- 10.2** IBP also reported that the department is now running on free cooling.

11. Date and Time of Next Meeting

Tuesday 28th February 2012 at 10.00am