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**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 23rd October 2012 in room SW00, William Gates Building.

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

Apologies:

1. Minutes of the last meeting

The minutes of the meeting held on 29th May 2012 were approved and signed.

2. Matters arising from the previous minutes

- 2.1** The Environmental Health Consultant sent a detailed Risk Assessment on the use of mitts vs tea towels. Whichever are used, they need to be washed regularly and different ones are needed for raw food handling and cooked food handling, and it's easier to have a sufficient supply of tea towels than mitts. There is also a concern over loss of dexterity using mitts.

3. Correspondence

None

4. First Aid and Accidents

NR098: Grazed finger. First aider called and the finger was cleaned then a plaster was applied.

NR099: Tripped and grazed both chin and hands while walking over the Garrett Hostel Bridge footpath. First aider called who cleaned the wounds.

NR100: Existing heart complaint. The patient requested a lay down for an hour which normally helps. First aiders checked on him over a period of time and then he decided he wanted to go home so a taxi was called.

NR101: Something in the left eye. First aider was called who gave an eye bath. Advised to see the GP.

NR102: Fell off bike while cycling to the computer Lab. Graze to the left and right arm. First aider cleaned wounds and applied a bandage.

NR103: Scald to left hand. First aider put hand under cold water then applied a burn dressing.

- 4.1** PB had two reports of back pain to which he said they should go to Occupational Health or GP. He has had no more feedback so the problems are assumed to have been sorted.
- 4.2** PB/MMCD reported on a pregnant caterer in the cafe. The first aiders refreshed themselves on what to do in a case of emergency.
- 4.3** PB also reported there has been discussion on bringing back first aid group meetings to which will start at the end of this term in Physics.

5. Workplace and Risk Assessments

None.

Pike RP. 2012/10/25.

6. Fire

6.1 MMCD reported he has lost 8 fire wardens but has since recruited 17 new ones which will go through training on the 21st November.

6.2 IBP has raised his concerns about the fire route into the Intel Lab. With more desks being in use some adjustments are being made to keep the main exit route clear.

6.3 MS reported on a new 1B student who was forwarded from the Disability Resource Centre. She contacted him but he felt he didn't need any assistance.

6.4 IBP/MMCD reported on people still using the ground floor east emergency fire exit doors. The committee suggested there should be local sounders by the doors to alert anyone using them.

ACTION: IBP

6.5 Toasters have now been added to the prohibited list.

7. Building Matters

7.1 IBP told the committee the LG10 test has now been carried out on the lifts. Steel ropes have been replaced and it's all in good working order.

7.2 IBP also reported the window cleaning did not raise any H&S matters.

8. Lasers

None

9. West Cambridge Site

None

10. Any Other Business

10.1 CM told the committee she had an email from Kate Cisek asking about becoming a first aider. PB will follow this up.

ACTION: PB

10.2 MMCD asked the committee what they thought about getting an alarm for the first aid room. After discussion it was decided there would be a panic cord or button placed over the bed and then connected to reception.

ACTION: IBP/MMCD

11. Date and Time of Next Meeting

29th January 2013