

**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 5th March 2013 in room SW00, William Gates Building.

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

Apologies: Ms C Matthews

1. Minutes of the last meeting

The minutes of the meeting held on 23rd October 2012 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

None

4. First Aid and Accidents

NR104: Fell while walking his bike on the way to work due to epilepsy but no injury.

NR105: Cut finger. First aider called who cleaned the wounds.

NR106: Fallen from bike and hit his head. First aider called to clean wounds.

4.1 PB reported the Accident Report Form has now changed.

4.2 PB reported a call for assistance button has been installed in the first aid room.

4.3 PB also reported on three recent events. The AED retraining, West Cambridge group session and the Cape first aid cover. The members who had been involved commented on how useful the sessions are.

5. Workplace and Risk Assessments

5.1 The Committee discussed secretarial support for the people with RSI. It was decided MAL/CM will deal with such situations.

5.2 PB reported on completing an unusual risk assessment for treadmill experiments.

6. Fire

6.1 IBP updated the Committee on the buildings Emergency Action Plan. EMBS have added a few more bits and he will add these to the box for the fire brigade in the next couple of weeks. The committee discussed personal contact details going on the website and thought we should redact the personal details in order to take out home/mobile numbers before making this public.

6.2 IBP reported on the Department's electrical testing. A few minor problems, such as missing cable ties, were found and fixed by Estate Management.

- 6.3** There have been a few complaints about some equipment noise. A research group were doing some testing which involved a noisy computer. The testing is now complete but the committee discussed the possibilities of what they could do to help the situation next time.
- 6.4** There have also been some complaints about the amount of noise in some alcoves while supervisions are taking place. The Committee discussed this issue and decided due to space the alcoves can be used for supervisions and if there was one alcove which was particularly noisy then we could think about doing something to help. PB would report this back.

ACTION: PB

7. Building Matters

None

8. Lasers

None

9. West Cambridge Site

None

10. Any Other Business

None

11. Date of Next Meeting

30th April 2013

25th June 2013

24th September 2013