

**University of Cambridge Computer Laboratory
Health and Safety Committee**

Chairman: Dr P Brooks

Acting Secretary: Mrs H Scarborough

Minutes of a meeting of the Health and Safety Committee held at 10.00 on Tuesday 30th April 2013 in room SW00, William Gates Building.

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

Apologies: Mrs K Ellis Dr M Kuhn

1. Minutes of the last meeting

The minutes of the meeting held on 5th March 2013 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

None

4. First Aid and Accidents

NR107: A PhD student cut her finger while in the squash courts not on university business. A first aider was called who cleaned and applied a bandage. Advised to see the college nurse.

NR108: A member of staff cut their finger. A first aider cleaned the wound and applied a plaster.

NR109: A member of staff sliced the edge off the top of her finger. A first aider was called and a bandage was applied but didn't want plasters as the cut was too painful. She then decided to go to A+E to be checked over.

5. Workplace and Risk Assessments

5.1 PB reported on the eyesight test.

5.2 New University DSE Guidance.

6. Fire

6.1 MMCD reported all the paperwork for the fire wardens are up to date.

7. Building Matters

7.1 IBP reported on the back up battery and sensor failure for the main front doors. Briars Security came out and rectified the problems.

8. Lasers

None

9. West Cambridge Site

None

10. Any Other Business

10.1 We are losing a First Aider. They have informed PB that they will not be renewing but PB does have a replacement volunteer located on the first floor.

10.2 IBP informed the committee that EMBS responses are becoming slower to requests for works that are needed to be looked at. Typical examples: gutter clearance on the roof space and cleaning of the cycle shelter.

11. Date of Next Meeting

25th June 2013

24th September 2013