

**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 25th June 2013 in room SW00, William Gates Building.

Present: Dr P Brooks (Chair) Mrs K Ellis Dr M Kuhn Mrs M Levitt Mr M McDonnell
Mrs M Sammons Mrs H Scarborough Mrs C Stewart

Apologies:

1. Minutes of the last meeting

The minutes of the meeting held on 30th April 2013 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

None

4. First Aid and Accidents

- 4.1** PB reported that 11 non First Aiders had attended a Heartstart session arranged by Physics, and had found it very useful.
- 4.2** PB had been worried about the shortage of first aiders the department after one decided not to refresh, one was seconded and one was injured so missed his refresher. However, we now have a new first aider setup to be trained, one has returned early from secondment and the other has arranged a course.
- 5. Workplace and Risk Assessments**
- 5.1** PB and MAL commented on the difficulty it is to write a risk assessment for school age student visitors. A Nuffield student came with a RA which looked fine.
- 6. Fire**
- 6.1** MMCD reported there are 5 fire wardens who still need to do their Evac+Chair training.
- 6.2** MMCD told the committee the fire brigade callout procedures have changed. After resetting fire alarms we now have to wait a further 2 minutes before allowing people back into the building.
- 6.3** MMCD also told the committee that after the auditors had been in everyone within our department should do the e-Learning fire awareness course.
- 6.4** MMCD also reported on the new in/out book which should be available at every entrance of the building. This covers us for insurance purposes. PB asked MMCD to get something in writing from the Fire Office before he is happy about following these procedures.

ACTION: MMCD

7. Building Matters

- 7.1** The failure of the front doors has all been sorted. MMCD reported there were two separate faults but are now working fine.

8. Lasers

8.1 MK reported on the Laser Audit. We got 100% the Inspection Questions and 93% in the Audit Questions. To get the second 100% we need to have a list of trained laser cutter users and a record of the training that has been given. We now include a note that practical training covers the written rules/procedures for safe use and keep a record that this training has been provided.

9. West Cambridge Site

None

10. Any Other Business

10.1 PB and the rest of the committee wished MAL all the best for her retirement as this was her last meeting.

10.2 MS expressed her concerns about the defibrillator mounting box. This was ordered at least 2 months ago but is still out of stock.

10.3 MS also asked about the shower on the SC corridor. MMCD has locked this due to water leakage under the door and into the corridor. IBP will sort this out.

ACTION: IBP

11. Date of Next Meeting

24th September 2013