

**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 12th November 2013 in room SW00, William Gates Building.

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

Apologies: Dr M Kuhn

1. Minutes of the last meeting

The minutes of the meeting held on 24th September 2013 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

None

4. First Aid and Accidents

NR113: A building user caught their finger while shutting SW02. He was examined but no first aid was given. The problem is believed to be that the door is too heavy for the closer. As the weather changes, things change slightly and without constant adjustment the door does not close on its own. People try to close it, but as there is no handle to pull, they pull the door itself and trap their fingers. It was agreed that IBP would look into a knob being put on the outside of the door.

ACTION: IBP

NR114: A building user has a health condition which his colleagues in the office are aware of. It was reported that he was feeling unwell and was caught whilst falling off his chair. He was put into the recovery position and once he had come round he was sent home. The first aiders first checked that he would not be alone at home.

NR115: A building user complained of pins and needles in her face, hands and legs. She initially reported she hadn't taken any drugs and had not had the problem before and had been to the GP that morning on an unrelated matter. The third First Aider who attended was able to discover that she had taken recreational drugs the previous night and had been to the GP because of the problem but had not mentioned the drugs. She was taken to A+E with a friend from College.

5. Workplace and Risk Assessments

None

6. Fire

6.1 MMCD reported on the online Fire Awareness training. There were some complaints that this took too long (45 minutes) but scores of 80-90% were achieved by those who took the training.

7. Building Matters

7.1 PB reported there was a failure to the GC door release button. The emergency break glass was tested and worked. The green button was replaced the next day by Briars Security.

7.2 PB reported there is now a member of the department who has been trained to do food handling and use of the BBQ. This was tested out on the 5th November and worked well.

7.3 PB also reported about the removal of remaining “food waste only” bin notices. Building Services will go round and make sure notices are stuck to the bins.

ACTION: IBP/MMCD

8. Lasers

None

9. West Cambridge Site

9.1 CS told the committee she had noticed at least 3 street lights out alongside the CAPE building towards the chicanes. It was agreed that IBP would email EMBS to see if this can be rectified.

ACTION: IBP

10. Any Other Business

10.1 IBP reported the painting of the remaining 3 stairwells will commence on the 13th November. During the work, one stairwell will be out of action whilst it is being painted and signage will direct building users to alternative stairwells. IBP will also send an email to inform building-users.

ACTION: IBP

11. Date of Next Meeting

18th February 2014