

**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 18th February 2014 in room GS15, 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:

1. Minutes of the last meeting

The minutes of the meeting held on 12th November 2013 were approved and signed.

2. Matters arising from the previous minutes

None

3. Correspondence

None

4. First Aid and Accidents

NR116: A building user cut her finger whilst picking up some catering trays. The wound was cleaned and a plaster applied.

NR117: A building user burned her hand after the kettle lid flipped open and hot water poured onto her left hand. A first aider ran the hand under the cold tap and applied a cool pack and bandage.

NR118: A Building user fell from his bike whilst on his way to the lab. A first aider was called who inspected his eye and gave advice.

NR119: A building user bruised his shin/leg whilst at the sports centre. Once he arrived at the lab he called a first aider who applied ice to the affected area and recommended he see the college nurse.

- 4.1** MMCD told the committee someone from the Hauser Forum came and borrowed the Department's AED because they had a lady complaining of chest pains. Afterwards MMCD went down to make sure everything was ok and it was decided it would be quicker in future for them to contact reception and a first aider take the AED down.

5. Workplace and Risk Assessments

- 5.1** Changes are now in place for the first aid room to accommodate a nursing mother.
- 5.2** PB reported a building user has requested a standing/walking desk. Building Services offered to raise the desk to 'standing' height, which was thought to be a suitable solution.
- 5.3** IBP told the committee HSE have made minor changes RIDDOR. Copies of the regulations can be found online or in GC05. RIDDOR reporting is done centrally by the Safety Office, so First Aiders need do nothing differently.
- 5.4** IBP also reported on the things first aiders should be aware of when dealing with a casualty who has Norovirus. It is now to be assumed that if the patient is sick this should be treated as Norovirus and building services should be called to do the necessary clearing up.

6. Fire
None

7. Building Matters

7.1 There has been some concern about the new traffic bollard between the bike shelter and bike shed. The committee discussed ways for people to see the bollard in the evenings and was decided that IBP would put some florescent tape on it.

ACTION: IBP

8. Lasers
None

9. West Cambridge Site

9.1 IBP reported on the first stage of the new building works and yellow lines down the end of JJ Thomson Avenue. He said they are doing the cycle path at present and will then reinstate the new path.

10. Any Other Business

10.1 CS and PB discussed the Department's Induction Checklist. The committee decided to drop the HR content and just have a health and safety induction. This can be found on the Department's website. CS requested any suggested changes to be sent to her.

ACTION: CS

11. Date of Next Meeting
20th May 2014