

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

Chairman: Dr P Brooks

Secretary: Mrs Kate Ellis

Minutes of a meeting of the Health and Safety Committee held at 10:00 on Tuesday 23 September 2014 in SW00 William Gates Building.

Present:

Dr P Brooks, Mr I Burton-Palmer, Ms K Cisek, Mrs K Ellis, Dr M G Kuhn, Mr M McDonnell, Mrs M A Sammons, Mrs C Stewart.

Apologies:

Mrs H Scarborough

1. Minutes of the last meeting

The minutes of the last meeting were approved and signed.

2. Matters arising from the previous minutes

None.

3. Correspondence

None.

4. First Aid and Accidents

NR125 A visitor scalded her finger with some hot soup.

NR126 An Undergrad with a nut allergy accidentally ate something containing pesto. He did not have a reaction.

5. Workplace and Risk Assessments

5.1 PB reported that a Research Student was sent to Occupational Health with RSI. No follow up.

5.2 Building Services said the users BBQ were without Health and Safety issues.

5.3 PB reported MS would be taking over the Risk Assessments for pregnant users of the building.

5.4 PB also said he had been approached by the Undergraduate Team who would report of any disabilities which the October intake may have which the First Aiders might need to be aware of.

6. Fire

6.1 The department had two fire alarms on the morning of this meeting due to a smoke detector not being covered in a room where there was building work creating a lot dust. The committee discussed certain changes to procedure. MS commented on the lack of communication at the student entrance after the incident so it was decided that the fire warden monitoring that entrance should hold a walkie talkie. PB commented that during the second incident, due to investigation of the source of the alarm, there was nobody with the

orange hi vis waistcoat and a walkie talkie at the main assembly point.
(afternote: MS or AY to take the walkie talkie from reception)

7. Building Matters

7.1 PB asked IBP about the temporary hot water supply which is just managing to reach 60C overnight. EMBS are still waiting to make a decision on whether to install extra electric heaters or replace the existing flue because of new regulations.

7.2 PB asked how the new smoking area was going. It was generally felt to be working well, and it was agreed there was no need to pursue a separate smoking 'hut'. While discussing this MS requested a new bin for the front of the building.

ACTION: IBP

7.3 MMCD witnessed a disabled person's wheelchair appear very unstable on the cobbles in the visitors car park. The committee agreed IBP should look into the cost and feasibility of re-surfacing the front car park. This idea would then be discussed with other staff before going ahead.

ACTION: IBP

8. Lasers

None

9. West Cambridge Site

9.1 The Health and Safety Committee would like to say a big thank you to the Maxwell centre ground works team for keeping us informed of the works taking place.

10. Any Other Business

None

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 9 December 2014 in Room SW00.