

## University of Cambridge Computer Laboratory Health and Safety Committee

**Chairman: Dr P Brooks**

**Secretary: Mrs Helen Scarborough**

Minutes of a meeting of the Health and Safety Committee held at 10:00 on Tuesday 17 November 2015 in SW00 William Gates Building.

**Present:**

Dr P Brooks, Mr I Burton-Palmer, Dr M G Kuhn, Mr M McDonnell, Mrs J Rook, Mrs M Sammons, Mrs H Scarborough, Mrs C Stewart.

**Apologies:**

None

**1. Minutes of the last meeting**

The minutes of the last meeting were approved.

**2. Matters arising from the previous minutes**

PB asked for feedback on the smoking area. The newly assigned smoking area seemed to be working well. It was also noted that a new bin had been installed at the entrance to WGB.

No action had been taken regarding the resurfacing of the visitor car park. No immediate concerns were apparent so, unless any problems occur, it was agreed we should review this in one year.

ACTION: IBP

**3. Correspondence**

None.

**4. First Aid and Accidents**

Joy Rook has agreed to replace Katherine Cisek as the primary First Aider for Graduate students.

The following accidents were reported:

**NR126** Nut allergy. No reaction.

**NR127** Fall due to running along Coton footpath, near the Cavendish Lab

**NR128** Mosquito bite

**NR129** Fell off bike opposite King's College

**NR130** Fell off bike along Trumpington Road

**NR131** Cyclist fell off bike along the East side of WGB

**NR132** Cyclist fell off bike Grange Road turning into Adam Road

**NR133** Finger trapped in second floor door

**NR134** Scald in GE Kitchenette

As a follow up to NR134, in which it was commented that it was hard to get cold water from the tap used, the problem has now been rectified.

## **5. Workplace and Risk Assessments**

None.

## **6. Fire**

6.1 MMcD reported that since the renewal of the visitor parking bay markings, people have been parking sensibly and are keeping the emergency vehicle access clear.

6.2 There was some concern as to how Emergency Services could access the path between the West side of the WGB and the bicycle shelter if Building Services are not on site to lower the bollard. IBP reported Central Security Staff also hold a key to the bollard and are always in attendance to out of hours emergency call outs.

## **7. Building Matters**

7.1 Further to concerns about the safety of the cycle path to the North of the cycle shed, MMcD agreed to check the cycle path surface has not become slippery every 3 months, rather than 6 months as before. When there is a build up of algae he jet washes paving slabs, both on the path and inside the cycle shed.

ACTION: MMcD

7.2 Windowless cycle store door is a hazard for people walking and cycling along the front of the building. The committee discussed various options on how to overcome the problem. It was agreed that we should try to fit an external flashing light which would activate when the internal exit button was pressed. Signage to explain would be placed near the doors.

ACTION: IBP

7.3 IBP/MMcD reported that the south courtyard decking is currently in good condition and caused no safety concerns. It is, however, due for a jet wash in Spring 2016. The balconies on the East side require attention. MMcD will raise ticket with Estate Management.

ACTION: MMcD

7.4 There were no reported problems regarding the CL food preparation facilities.

7.5 It was agreed that security enhancements are required to the external bike store. Although there are CCTV cameras outside the bike store, there is no coverage inside the bike store. CS pointed out that the CCTV should only be recorded, rather than monitored, and in the event of an incident footage could be reviewed. IBP agreed to investigate options.

ACTION: IBP

## **8. Lasers**

Nothing to report.

## **9. West Cambridge Site**

9.1 It was commented that the cycle path to the South side of the building has been made good, although it was reported that some of the lighting is non-

operational. CS will e-mail West Cambridge Project Manager to request and update.

ACTION: CS

MMcD reported that EM have trimmed the hedgerow alongside the West side cycle path.

- 9.2 Now the west side foot/cycle path is open, the black sacks covering the dual cycle path signs can now be removed.

ACTION: MMcD

**10. Any Other Business**

It was reported that a member of staff had difficulty exiting the staff car after close of business. Although the University card eventually worked, there was some concern shown had it not worked. It was agreed that signage be put on the exit post detailing out of hours assistance.

ACTION: IBP

The possibility of extending the first floor West side external balcony was discussed but there was some confusion regarding fire regulations. MMcD will request a risk assessment from the University's Fire Office.

ACTION: MMcD

MK commented that the newly installed toucan crossing at the JJ Thomson/Madingley Road junction, although not finished, was working well.

**11. Date of Next Meeting**

The meeting will be at 10:00 on Tuesday 16<sup>th</sup> February 2016 in Room SW00.