

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 14 June 2016 in SW00 William Gates Building.

Present:

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

Apologies:

Mr M McDonnell, Mrs J Rook.

1. Minutes of the last meeting

The minutes of the last meeting were approved.

2. Matters arising from the previous minutes

For information, attached e-mail from Andrew Kerley has been sent to IBP following April 2016's Health and Safety Meeting.

3. Correspondence

None.

4. First Aid and Accidents

The following accident was reported:
NR140 Fell off bike. Multiple injuries.

5. Workplace and Risk Assessments

None.

6. Fire

The fire evacuation practice on 7th June 2016 went well. MK to produce building maps with overlay to include defined Fire Warden regions and routes. MMc to recruit Fire Wardens.

ACTION: MK / MMc

Check that the fire evacuation message and alarm can be heard in SW00.

ACTION: IBP

7. Building Matters

7.1 A quote of £6,000 has been received to dig a trench enabling cables to be laid for the external bike store security enhancements. No go ahead on CCTV to date. CS to revisit the discussion with HoD.

ACTION: CS

As an alternative to the trench, a 5mm overhead wire from the balcony to the external bike store was suggested. MK to e-mail CS a proposal.

ACTION: MK

- 7.2 Door to the main SC corridor is difficult to open. MMcD has made adjustments to the door. CS will request feedback on the door at the next SScOF meeting.

ACTION: CS

8. Lasers

Nothing to report.

9. West Cambridge Site

WGB extension continually under review given current WCS planning.

10. Any Other Business

None

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 27th September 2016 in Room SW00.

Facilities Manager

From: Andrew Kerley <Andrew.Kerley@admin.cam.ac.uk>
Sent: 16 May 2016 11:15
To: 'Facilities Manager'
Cc: Darren Franks
Subject: RE: Health & Safety Meeting/Action Point/Intel Lab Terrace Fire Regulations Changes

Ian,

British Standard 9999:2008 now allows for the inclusion of risk assessments to be carried out if additional escape distances are required.

With regard to the extension to the front balcony/terrace we considered that the extended travel distance of 7m is acceptable due to the low risk on the balcony itself & the adjacent Intel Lab.

If there was a fire in the Lab all persons on the balcony would still be able escape pass the lab with a greater distance of 1.8m from the windows which is required by the building regulations.

Due to the layout of the building if there was a fire alarm activation & there was not a fire in the Intel Lab any person on the balcony could escape through the lab as well as the designated exit door as they all exit onto the upper internal landing.

We also agreed with yourself that as part of a management plan for the balcony that if any large events were to be held that the catering area would be positioned along the line of the existing end balustrading therefore not increasing the travel distance to the exit escape door.

Regards

Andrew