

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 27 September 2016 in SW00 William Gates Building.

Present:

Dr P Brooks, Mr M McDonnell, Mrs J Rook, Mrs M Sammons, Mrs H Scarborough, Mrs C Stewart.

Apologies:

Mr I Burton-Palmer, Dr M Kuhn.

1. Minutes of the last meeting

The minutes of the last meeting were approved.

2. Matters arising from the previous minutes

Nothing to report.

3. Correspondence

Nothing to report.

4. First Aid and Accidents

Nothing to report.

5. Workplace and Risk Assessments

2 workplace assessments have taken place since the last meeting with minor financial implications to the Department.

6. Fire

- 6.1** The production of building maps with overlay to include defined Fire Warden region and routes is in progress. MMc to investigate the possibility of mounting the second floor central evacuation chair on a bracket.

ACTION: MMc

- 6.2** Fire warden recruitment. MMc will start recruitment process mid-Michaelmas Term onwards, once new starters have familiarised themselves with the CL.

ACTION: MMc

- 6.3** Check that the fire evacuation message and alarm can be heard in SW00. This has been tested and it is confirmed it could be heard.

- 6.4** Fire evacuation, Tuesday 12 July 2016: A contractor was using the Lab's vacuum cleaner without a dust bag and this set off the fire alarm. Location: GE/GN corridor junction.

Fire evacuation, Friday 22 July 2016: A contractor was drilling into the concrete ceiling when dust set off the fire alarm. Location: new offices GE corridor.

- 6.5** Laptop explosion, 8 September 2016 in FN01: The Fire Brigade arrived before security. The Chair expressed concern as should they have needed to access the paved area at the front of the building, they would not have been able to due to the post located near the external bike store and they did not hold a key. The committee recommended that a key for the post be placed in the Fire Brigade box. The Committee did not consider this posed any security risk. IBP to report this has been actioned at the next meeting.

ACTION: IBP

7. Building Matters

- 7.1** External bike store security enhancements. CS reported that she did not feel there was sufficient incentive to install cameras at the moment and asked that we close the item but for the time being she would monitor bicycle/parts theft. Item closed.

It was agreed an annual e-mail should be circulated reminding building-users that all thefts be reported to the Departmental Secretary. An alias email for this purpose will be created. This should also be reported at the SSCOF meeting.

ACTION: CS/MS

- 7.2** Door to the main SC corridor is difficult to open. Work has been carried out on the door. No subsequent reported problems.

8. Lasers

Nothing to report.

9. West Cambridge Site

Nothing to report.

10. Any Other Business

Website to be updated with Policy and Procedure in relation to risk for expectant mothers.

ACTION: CS

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 31 January 2017 in Room SW00.