

University of Cambridge Computer Laboratory Health and Safety Committee

Chairman: P Brooks

Secretary: H Scarborough

Minutes of a meeting of the Health and Safety Committee held at 10:00 on Tuesday 10 October 2017 in SW00 William Gates Building.

Present: P Brooks, I Burton-Palmer, M Kuhn, M McDonnell, J Rook,
M Sammons, H Scarborough, 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

Nothing to report.

3. Correspondence

Nothing to report.

4. First Aid and Accidents

NR143 Scratch to ankle

NR144 Back injury

NR145 Headache

5. Workplace and Risk Assessments

5.1 The web Policy and Procedure for pregnancy and new mothers at work has been done.

6. Fire

6.1 Production of building maps with overlay to include defined Fire Warden regions and routes has been done. MMc will ensure each Fire Warden issued with an updated map.

ACTION: MMc

6.2 MMc confirmed that new Fire Wardens have been recruited. Second floor Fire Warden recruitment is ongoing.

ACTION: MMc

6.3 IBP advised that the machine room fire suppression system is about to be commissioned.

ACTION: Building Services

6.4 There are big gaps in the riser cupboards awaiting fire stop. T Butlers attended site in August. Upon inspection after their visit it was noted that

three riser cupboards were missed. MMc e-mailed T Butlers 03/10/17 advising this and we await their response.

ACTION: MMc

- 6.5** Roof vent repairs. Item has been passed to Buildings and Environment Committee.

7. Building Matters

- 7.1** The maintained lighting software update is on hold until all the fittings are fitted and commissioned. IBP to investigate the possibility of the Lab obtaining the software in advance of commissioning.

ACTION: Building Services

- 7.2** The 'no-butts' bins and signs have arrived, and Building Services plan to setup the new smoking area before sorting the other bins.

ACTION: Building Services

8. Lasers

Nothing to report.

9. West Cambridge Site

Nothing to report.

10. Any Other Business

Nothing to report.

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 9th January 2018 in Room SW00.