

**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 9<sup>th</sup> January 2018 in SW00 William Gates Building.

**Present:** P Brooks, I Burton-Palmer, M McDonnell, M Sammons, H Scarborough, C Stewart.

**Apologies:** J Rook.

**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**

**NR145 – Cut finger**

**NR146 – Foot incident**

- 4.1** CPR & AED Training will be offered to all Lab members at the start of Academic Year 2018 / 2019. Nearer the time PB will set up a Doodle Poll with a view to setting a date late November / early December.

ACTION: PB

**5. Workplace and Risk Assessments**

Nothing to report.

**6. Fire**

- 6.1** Production of building maps with overlay to include defined Fire Warden regions and routes has been done.

- 6.2** The mounting of an evacuation chair in the second floor central corridor has been done.

- 6.3** MMc confirmed that new Fire Wardens have been recruited. Final four recruits to be confirmed.

ACTION: MMc

- 6.4** Nitrogen suppression system in GN09 has been installed and is live.

For people wanting to use the room there is a Moodle system set up for training. The Web Page displays who has done the training although this page cannot be seen by everyone. PB to link this Web Page and Manual Handling guidelines to the Health and Safety page.

ACTION: PB

- 6.5** T Butlers attended site to fill the big gaps in the riser cupboards awaiting fire stop. There are remaining gaps. MMc will fill these gaps with expanding foam.

ACTION: MMc

## **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 smoking area relocation is complete.

We will replace the two remaining yellow bins outside WGB with black metal bins.

ACTION: Building Services

- 7.3** There are not enough loose setts in the visitor car park to justify raising an Estate Management ticket. Review in six months.

## **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 8<sup>th</sup> May 2018 in Room SW00.