

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 4th September 2018 in SW00 William Gates Building.

Present: P Brooks, I Burton-Palmer, M Kuhn, 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

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

ACTION: PB

- 4.2 NR148 Bicycle Accident** - cyclist hit a car off University premises.

- 4.3** It was agreed that a reminder to wear a cycle helmet will be mentioned in the registration notes for Undergraduates and to Building Users.

Action: MS / PB

5. Workplace and Risk Assessments

- 5.1** The flow of requests for sit/stand desks has risen. A narrow sit/stand desk plus matching pedestal will be used as standard - unless otherwise requested. CS will investigate what specification the standard pedestal will be.

ACTION: CS / Building Services

6. Fire

- 6.1** More Fire Wardens will be recruited when the new academic year has started.

ACTION: MMc

- 6.2** For people wanting to use GN09 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 has linked this Web Page and Manual Handling guidelines to the Health and Safety page.

7. Building Matters

7.1 PAT testing took place end May / early June. IBP will set a reminder for May 2021 to review with Estate Management.

ACTION: Building Services

7.2 Fixed wiring testing is nearly complete. IBP will pass on the electronic version, along with the PAT info, when it is delivered.

ACTION: Building Services

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

8. Lasers

Nothing to report.

9. West Cambridge Site

9.1 Speeding vehicles on West Site: This item is to be passed to West Cambridge Safety Committee.

9.2 Visibility of bollards on cycle paths. This item is to be passed to West Cambridge Safety Committee.

10. Any Other Business

Nothing to report.

11. Date of Next Meeting

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