

# 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 27<sup>th</sup> November 2018 in SW00 William Gates Building.

**Present:** P Brooks, M Kuhn, M McDonnell, J Rook M Sammons, H Scarborough.

**Apologies:** I Burton-Palmer, C Stewart.

**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 NR149** Bicycle Accident - cyclist collided with another cyclist.

**4.2** PB will set up a Doodle Poll with a view to booking a date for CPR & AED Training.

ACTION: PB

**4.3** It was agreed that a reminder to wear a cycle helmet will be mentioned to Building Users. Undergraduates were reminded of this as part of the registration process.

Action: PB

**5. Workplace and Risk Assessments**

**5.1** Those requesting a standing desk may have an under the desk pedestal as required.

**6. Fire**

**6.1** Fire Warden recruitment is ongoing.

ACTION: MMc

**6.2** The committee decided not to relocate the evacuation chair currently in GC03.

**7. Building Matters**

**7.1** 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

- 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 12<sup>th</sup> February 2019 in Room SW00.