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 27th November 2018 in SW00 William Gates Building.


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 12th February 2019 in Room SW00.