

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 12th February 2019 in SW00 William Gates Building.

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

Apologies: M Kuhn

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 A First Aid Skills Refresher Workshop is to be held in William Gates Building on Wednesday 27 February 2019, 10am -12.30pm.

4.2 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 The Department is looking at ways to streamline the Travel Risk Assessment process. [*Afternote: done.*]

Action: CB / PB

6. Fire

6.1 We are at the required number of Fire Wardens for the building.

7. Building Matters

7.1 IBP has passed on the electronic version of fixed wiring testing to the Safety Committee. PAT information to follow.

ACTION: Building Services

7.2 The signs while fell off are to be replaced at the front of the building directing smokers to the designated smoking area.

ACTION: Building Services

8. Lasers

Nothing to report.

9. West Cambridge Site

During icy weather Adams Road and Coton footpath are a potential slip hazard. The possibility of getting these gritted during icy conditions is to be investigated. PB shall take it to the next WC H&S meeting.

ACTION: PB

10. Any Other Business

Nothing to report.

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 7th May 2019 in Room SW00.