

# 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 7<sup>th</sup> May 2019 in SW00 William Gates Building.

**Present:** P Brooks, M McDonnell, J Rook, H Scarborough, C Stewart

**Apologies:** I Burton-Palmer, M Sammons

**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**

**NR150** – Splinter: caught finger on the edge of a kitchen unit

**NR151** – Bike accident: cyclist fell off bike

**NR152** – Bike accident: cyclist fell off bike

**4.1** A First Aid Skills Refresher Workshop was held in William Gates Building on Wednesday 27<sup>th</sup> February 2019.

**4.2** A reminder to wear a cycle helmet was e-mailed to Teaching Research on 26<sup>th</sup> February 2019. Undergraduates were reminded of this as part of the registration process.

**5. Workplace and Risk Assessments**

**5.1** The streamlined Travel Risk Assessment process is working well.

**6. Fire**

Nothing to report.

**7. Building Matters**

**7.1** PAT information to follow.

ACTION: Building Services

**7.2** Emergency lighting static inverter.

ACTION: Building Services

**7.3** The designated smoking area signs at the front of the building have been reinstated.

**7.4** 40 loose setts were found in the visitor car park. These have been fixed.

**7.5** A delay to the availability of the vent seals has meant that the start date to the repair of the roof vents has been postponed. [*Afternote: we are informed the seals should be available for the work to start week commencing 20<sup>th</sup> May 2019, subject to confirmation by BBC Fire.*]

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 23<sup>rd</sup> July 2019 in Room SW00.