Chairman: P Brooks                  Secretary: H Scarborough

Minutes of a meeting of the Health and Safety Committee held at 10:00 on Tuesday 7th 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 27th February 2019.

   4.2 A reminder to wear a cycle helmet was e-mailed to Teaching Research on 26th 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 20th 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 23rd July 2019 in Room SW00.