

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 23rd July 2019 in SW00 William Gates Building.

Present: P Brooks, I Burton-Palmer, M Kuhn, M McDonnell, H Neal, J Rook, M Sammons (point 6 onwards), H Scarborough, C Stewart

Apologies: None

0. Welcome

The committee welcomed Helen Neal, a new first aider, to the meeting.

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 The Health and Safety Management Audit which took place Monday 1st and Tuesday 2nd July went well. We were reminded that the Department must keep evidence of any health and safety related work arranged and completed by EM.

4.2 First Aid at Work: Helen Neal completed a 3 day training course. Martin McDonnell completed a 2 day refresher course.

5. Workplace and Risk Assessments

5.1 A Graduate Student Forum/Happy Hour BBQ is taking place Friday 26th July. The University Catering Service have issued food safety recommendations for the event. It was confirmed that the four food handlers have read and understood the recommendations.

6. Fire

6.1 Fire Warden recruitment to commence in preparation for the next Academic Year.

ACTION: MMC

7. Building Matters

7.1 PAT information to follow.

ACTION: Building Services

- 7.2** The section of the emergency lighting static inverter that controls the GN corridor and First Floor landing emergency lights requires updating / changing.

ACTION: Building Services

- 7.3** BBC Fire attended site to fit a prototype roof vent seal. EMBS recommended that BBC Fire do not work on the roof while roofers are on site. Roof vents have been put on hold.

ACTION: Building Services

- 7.4** The erection of scaffolding around the building / north court yard and roof works are going well. Building Services have received updated drawings for the south courtyard scaffolding.

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 29th October 2019 in Room SW00.