

**University of Cambridge Computer Laboratory
Health and Safety Committee**

Chairman: P Brooks

Secretary: H Scarborough

Minutes of the Health and Safety Committee meeting held at 10am on Tuesday 29th October 2019 in SW00 William Gates Building.

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

Apologies: None

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

NR153 - Fell off bike

NR154 - Eye injury - spontaneous rupture of blood vessel

NR155 - Chest pain - existing condition - IP told to call 999 when it recurred

5. Workplace and Risk Assessments

5.1 An alternative way of storing DSE self-assessment checklists for new starters to be established.

ACTION: PB

6. Fire

6.1 Two fire wardens have recently been recruited. More are needed and recruitment is ongoing.

ACTION: MMC

7. Building Matters

7.1 PAT information to follow. No update to report.

ACTION: Building Services

7.2 The emergency lighting static inverter cannot cope with the harmonics of the new lighting. EM have suggested that the inverter may need changing. Investigations are ongoing.

ACTION: Building Services

- 7.3** All sixteen roof vent seals have been serviced. Planned Preventative Maintenance (PPM) on the batteries for summer 2020.

ACTION: Building Services

[Afternote: It has been found that the controllers are faulty for vent numbers 3, 13 and 16. EM are to source new controllers.]

- 7.4** Construction and deconstruction of the scaffolding around the building and both court yards went well and without incident.

8. Lasers

- 8.1** Our laser information is not visible from the internet. The committee's view was that all Health and Safety information should be made available to the internet.

ACTION: PB

9. West Cambridge Site

Nothing to report.

10. Any Other Business

There are some concerns over a temporary service road to the north of WGB whilst the Whittle refurbishment / extension is taking place. CS/PB will monitor.

ACTION: CS/PB

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 11th February 2020 in Room SW00.