

# 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 11<sup>th</sup> February 2020 in SW00 William Gates Building.

**Present:** P Brooks, I Burton-Palmer, M Kuhn (point 5 onwards), M McDonnell, H Neal, J Rook, H Scarborough, C Stewart (left after point 5)

**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**

4.1 The University Safety Office have launched a new on line accident/incident reporting system.

4.2 Two First Aiders will be attending a first aid refresher, 17/18 February.

**5. Workplace and Risk Assessments**

5.1 A routine Risk Assessment to take place for a minor.

**ACTION: CS**

5.2 An alternative way of storing DSE self-assessment checklists for new starters is ongoing. The SO are outsourcing the work as the UIS have not yet been able to do it. In the meantime, an alternative form is being used.

**ACTION: PB**

5.3 A Graduate Safety Course took place October 2019 and January 2020. A list of attendees for each has been sent to the Safety Office.

5.4 The latest travel and health guidance for Novel Coronavirus (2019-nCoV) can be found on the University's main webpage. The department have three members of staff self-isolating. It is expected that Colleges will keep Undergraduate students updated on the latest guidance. A couple of weeks before the end of Lent Term, Graduate Education Office will e-mail Research Students the latest guidance.

**ACTION: JR**

A couple of weeks before the end of Lent Term, guidance information will be e-mailed to all staff.

**ACTION: PB**

## **6. Fire**

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

**ACTION: MMc**

- 6.2 An evacuation chair practice is due.

**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 updating/changing. Estates have attended site and passed the job onto BBC Fire. BBC Fire have attended site and will arrange for a specialist contractor to carry out the work. Lead time to be advised.

**ACTION: Building Services**

- 7.3 Leak repairs on the roof vent seals are complete, although there are still roof leaks. Three are still not working. BBC have made these water tight and Estates are to source spare parts. It has been found that the controllers are faulty for vent numbers 3, 13 and 16. EM are to source new controllers.

**ACTION: Building Services**

- 7.4 A trial temporary one-touch 5 minute timer button is to be installed for the additional microwave oven in the FC kitchen. Estates Electrician is working on this one and will fit at least one unit to trial for us. If this seems to be the correct/safest way of looking after the microwave ovens, then the rest of the kitchens that contain microwaves will be fitted with the one touch timer button. The advantage of this unit is that it is hard-wired thus making it tamper-proof and safer than any of the other options we have tried so far.

**ACTION: Building Services**

- 7.5 The bowing panel in the Intel lab ceiling has not moved for 18 months. Review in 12 months.

**ACTION: Building Services / HS**

## **8. Lasers**

- 8.1 The Laser Safety information can be found on the Department's Health and Safety page.

- 8.2 The Laser Safety Audit went well and we passed with a very high score. The only requested action was that Class 3B/4 laser users should attend refresher training every 3-5 years. One laser user and his PI will be attending refresher training on 2<sup>nd</sup> March 2020.

**9. West Cambridge Site**

Re: temporary service road to the north of WGB. Nothing to report and the item to be removed for the next Health and Safety meeting.

**10. Any Other Business**

Nothing to report.

**11. Date of Next Meeting**

The meeting will be at 10:00 on Tuesday 12<sup>th</sup> May 2020 in Room SW00.