

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

Chairman: P Brooks

Secretary: H Scarborough

Minutes of the Health and Safety Committee meeting held 10am, Tuesday 12th May 2020 on Zoom.

Present: P Brooks, I Burton-Palmer, M Kuhn, M McDonnell - could hear only,
J Rook, H Scarborough, C Stewart

Apologies: H Neal [afternote]

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 **NR156** - Ankle sprain. The Risk Assessment has been revised, with Building Services transporting all lecture notes.

4.2 The University Safety Office have launched a new on line accident/incident reporting system. Training is delayed due to COVID-19.

5. Workplace and Risk Assessments

5.1 A routine Risk Assessment has taken place.

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. Some work has been delayed due to COVID-19.

ACTION: PB

6. Fire

6.1 More fire wardens are needed and recruitment is ongoing.

ACTION: MMc

6.2 An evacuation chair practice is due. Delayed due to COVID-19.

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 needs attention or replacement. Waiting EM.

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. Waiting EM.

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. Waiting EM.

ACTION: Building Services

7.5 During building shutdown everything is going well. One toilet is open for use with MMc going round the building regularly cleaning door plates and door handles. Once the HoD has a list of research requirements from UTOs then a procedure can be put in place for a phased return. Waiting for the University to let us know when we can reopen the building then IBP will ask the cleaners to come in.

ACTION: CS

8. Lasers

Nothing to report.

9. West Cambridge Site

PB is part of a Working Group to bring WCS back into use.

10. Any Other Business

Advice has been taken from BBC Fire to move the fire extinguishers from the stairwells to the corridors.

11. Date of Next Meeting

The meeting will be at 10:00 on Tuesday 7th July 2020. Location to follow.