

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

**Chairman: P Brooks**

**Secretary: H Scarborough**

Minutes of the Health and Safety Committee meeting held Tuesday 21 July 2020 at 10am on Zoom.

**Present:** P Brooks, I Burton-Palmer, M Kuhn, M McDonnell, 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 The University Safety Office have launched a new on line accident/incident reporting system. At the last meeting it was reported that training had been delayed due to COVID-19. There were no further updates so the item will be brought forward to the next meeting.

**5. Workplace and Risk Assessments**

- 5.1 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. There were no further updates so the item will be brought forward to the next meeting.

**ACTION: PB**

- 5.2 The Personal Emergency Evacuation Place for a student who is becoming a Research Student needs to be revised due to the change of working.

**ACTION: Building Services**

**6. Fire**

- 6.1 More fire wardens are needed and recruitment is ongoing. There were no further updates so the item will be brought forward to the next meeting.

**ACTION: MMc**

- 6.2 Emergency evacuation chair requalification is due. Delayed due to COVID-19. There were no further updates so the item will be brought forward to the next meeting.

**ACTION: MMc**

**7. Building Matters**

- 7.1 PAT information to follow. There were no further updates so the item will be brought forward to the next meeting.

**ACTION: Building Services**

- 7.2 The emergency lighting static inverter needs attention or replacement. BBC Fire have acknowledged there are problems with the inverter and will look at a replacement. *[Afternote: EM have tested the emergency lights that run off the inverter]*

**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. There were no further updates so the item will be brought forward to the next meeting.

**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. There were no further updates so the item will be brought forward to the next meeting.

**ACTION: Building Services**

- 7.5 A return phase is in hand and we are looking to have 25% building occupancy with immediate effect. To achieve this CS is collecting rotas from PIs.

**ACTION: CS**

The building was inspected by the Safe Space Team and remedial works recommended. Problems are ongoing with AssessNET. Antibacterial wipes will be provided for all shared equipment and hand sanitisers placed in every room used by more than one person.

**ACTION: MMc**

The policy for cleaning infected rooms is being revised.

**ACTION: CS**

**8. Lasers**

Nothing to report.

**9. West Cambridge Site**

PB is part of a Working Group to bring WCS back into use. No update to report.

**10. Any Other Business**

**11. Date of Next Meeting**

The meeting will be at 10am on Tuesday 22 September 2020.