

# 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 22 September 2020 at 10am on Zoom.

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

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.

- 5.2 The Personal Emergency Evacuation Place for a student who is becoming a Research Student needs to be revised. The student will be working remotely during Michaelmas and a change of working is required from Lent onwards.

**ACTION: Building Services**

6. **Fire**

- 6.1 More fire wardens are needed and recruitment is ongoing. It is recommended that there are two fire wardens per corridor.

**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.

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. ED have tested the emergency lights that run off the inverter. There were no further updates so the item will be brought forward to the next meeting.

- 7.3 Leak repairs on the roof vent seals are complete, although there are still roof leaks. Three are still not working. Waiting ED. There were no further updates so the item will be brought forward to the next meeting. *[Afternote: MMc reported that the issue is the radio transmitter/receivers which initiate the vents opening are obsolete. ED are looking to hard wire.]*

**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. With building occupancy starting to increase it will be useful to progress this.

**ACTION: Building Services**

- 7.5.1 The return phase to have maximum 25% building occupancy went well.
- 7.5.2 All remedial work following the Safe Space Team inspection has been actioned.
- 7.5.3 The policy for cleaning contaminated rooms is displayed on the Department's website.

8. **Lasers**

Nothing to report.

9. **West Cambridge Site**

Nothing to report.

10. **Any Other Business**

Undergraduate lectures are taking place on line and the lecture notes will be distributed by UMS. Some Undergraduate students require entry into the Department to attend hardware practical classes. Access into the Intel Lab and safe space working will be monitored by the Undergraduate Administration Team. A Risk Assessment for each Undergraduate student is

not necessary as it has already been submitted through their respective College.

Incoming Research Students must complete a Risk Assessment and read COVID-19 building information and safe working before coming into the building to work.

The one way system for staircases remains.

11. **Date of Next Meeting**

The meeting will be at 10am on Tuesday 1 December 2020.