

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 1 December 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. This item is to be dropped from the Minutes and will be reinstated when the pandemic situation improves.

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. This item is to be dropped from the Minutes and will be reinstated when the pandemic situation improves.

- 5.2 The Personal Emergency Evacuation Place for a student who is becoming a Research Student needs to be revised. *[Afternote: The student will be working remotely during Lent and a change of working is required from Easter 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. There are 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.

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. This item is to be dropped from the Minutes and will be reinstated when the pandemic situation improves.

ACTION: Building Services

7.2 The emergency lighting static inverter needs attention or replacement. The new cabinet delivered this week is too tall to allow it to be fitted in the designated space. PowerAccess will submit a report and arrangements will be made to have the old cabinet decommissioned and removed and a replacement cabinet to be delivered and commissioned.

7.3 Leak repairs on the roof vent seals are complete, although there are still roof leaks. Three are still not working. BS have raised another works ticket with the ED for the same job to get all the roof vents working. ED are looking to replace all 16 Roof Vents rather than try to repair the old units. BS are not sure whether they are going to be able to get the controls because the CP Units are no longer manufactured. A lot will need to be changed to get them all to work with the CP units. The fly open doors on the ground floor atrium will be activated and linked to the fire alarm system and it would be good to have all the roof vents working so that the entire system will work properly.

ACTION: Building Services

7.4 The microwave timer switches have arrived and BS are to check all is in order to install then will give ED the go ahead to install.

ACTION: Building Services

7.5 Two heat pumps supply the feed for the air handling units that then distributes the warm air around the building. The two heat pump seals have failed and are due to be repaired within the next week.

8. **Lasers**

The Annual Laser Report has been done and the web page updated. There is a new person in charge of the Electronics Workshop.

9. **West Cambridge Site**

There are loose cobbles on the path that goes past WGB towards CAPE and Clerk Maxwell Road. ED have assessed and are hoping to repair within the next week.

10. **Any Other Business**

The committee decided that we will retain the one way system for the staircase as these guidelines have been set out by the Safe Space Team.

11. **Date of Next Meeting**

The meeting will be at 10am on Tuesday 9 February 2021.