

**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 9 February 2021 at 10am on Zoom.

Present: P Brooks, I Burton-Palmer, M Kuhn (Point 7 onwards), 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

Nothing to report.

5. Workplace and Risk Assessments

- 5.1 Cleaners, contractors and security staff are reminded to 'sign out' when leaving the building. Martin will issue a reminder asking they tap their access card on the card reader on the wooden door to the internal cycle store opposite reception.

ACTION: MMc

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

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

- 6.2 Emergency evacuation chair requalification is due. Delayed due to COVID-19. This item is to be dropped from the Minutes and will be reinstated when the pandemic situation improves.

7. **Building Matters**

- 7.1 The emergency lighting static inverter needs attention or replacement. The new cabinet delivered 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. BBC Fire has been chased and we wait their update.

ACTION: MMc

- 7.3 Leak repairs on the roof vent seals are complete and no further leaks reported. This item will be dropped from the Minutes.
- 7.4 The new microwave timer switches have been fitted and are working well. Spare timer switches are held in Stores. This item will be dropped from the Minutes.
- 7.5 The two heat pump seals have been repaired and working well. This item will be dropped from the Minutes.
- 7.6 The bowing panel in the Intel Lab ceiling is to be checked for movement. Review in 12 Months.

ACTION: MMc and HS

- 7.7 COVID-19 safe working protocols are working well.

8. **Lasers**

Nothing to report.

9. **West Cambridge Site**

The loose cobbles on the path that goes past WGB towards CAPE and Clerk Maxwell Road have been repaired.

The lights are out along the path that goes past WGB towards CAPE and Clerk Maxwell Road. *[Afternote: Three lights are not working along the access road between WGB and CAPE and another light is not working along the footpath, near the CAPE carpark.]*

ACTION: MMc

10. **Any Other Business**

An enquiry has been received to host a summer 2021 in person conference in the building. Due to the uncertainty surrounding the pandemic, the committee decided we should decline all in person events of this nature until the University guidance is changed.

11. **Date of Next Meeting**

The meeting will be at 10am on Tuesday 27 April 2021.