

**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 27 April 2021 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

Nothing to report.

5. Workplace and Risk Assessments

5.1 Cleaners, contractors and security staff have been reminded to 'sign out' when leaving the building and this appears to be working. This item will be dropped from the Minutes.

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 Academic Year 2020 -21 and a change of working may be required from Michaelmas 2021 onwards.

ACTION: JR and Building Services

6. Fire

Nothing to report.

7. Building Matters

7.1 The new cabinet for the emergency lighting static inverter has been delivered and fitted. This item will be dropped from the Minutes.

7.2 Leaks to SN and SC downpipes are ongoing.

ACTION: MMc

7.3 COVID-19 safe working protocols are working well. In the light of the new ventilation assessment, some larger offices can now have multiple occupants.

8. Lasers

Nothing to report.

9. **West Cambridge Site**

- 9.1 As noted in the previous minutes, the faulty lights were promptly fixed. With the onset of longer daylight hours it is less obvious whether there have been any new faults. MMc will check them when he can.

ACTION: MMc

10. **Any Other Business**

Nothing to report.

11. **Date of Next Meeting**

The meeting will be held on 10am on Tuesday 15 June 2021.