

**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 5 October 2021 at 10am on Zoom.

**Present:** P Brooks, I Burton Palmer, M McDonnell, M Kuhn, H Neal, J Rook, H Scarborough, C Stewart (*joined 5.1*)

**1. Minutes of the last meeting**

The Minutes of the last meeting were approved by the committee and the Chair.

**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 The Personal Emergency Evacuation Place for a student who is becoming a Research Student needs to be revised and a PEEP needs to be put in place. The student is currently working from their Cambridge accommodation.

**ACTION: CS**

**6. Fire**

During fire alarm testing, two courtyard doors failed to open and a south courtyard disabled door release failed. A works ticket with ED has been raised. [*Afternote: Works ticket resolved 06/10/21.*]

**7. Building Matters**

- 7.1 We are no further forward with getting the reports from the last PAT testing. There was a comment that it be made a Departmental decision rather than an ED decision.

**ACTION: Building Services**

- 7.2 Leaks to SN and SC downpipes are ongoing. Richard Thrope, ED are investigating why the works are taking so long.

**ACTION: MMc**

- 7.3 COVID-19 safe working protocol updated 04/10/21.

- 7.4 Problems with the North and South courtyard power assisted doors has been rectified.

- 7.5 Electrical work replacing MCBs with RCBOs is ongoing. The remedial work in SW11 is part of the MCB work. *[Afternote: all works completed apart from one loop still to do. New RCBO is tripping, so old MCB left in place – needs investigating. Waiting ED.]*
8. **Lasers**  
Two new green lasers for the Lecture Theatres.
9. **West Cambridge Site**  
Nothing to report.
10. **Any Other Business**  
IBP will be retiring in December. The Chairman passed on thanks and best wishes on behalf of the committee.
11. **Date of Next Meeting**  
The meeting will be 10am, Tuesday 25 January 2022.