

**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 25 January 2022 at 10am on Zoom.

Present: P Brooks, M McDonnell, M Kuhn, H Neal, J Rook, H Scarborough, C Stewart

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**
ACCB272/A13 – Trip/Fall
 - 4.1 The University Safety Office have launched a new on line accident/incident reporting system. Training has been delayed due to COVID-19. This item is held over to the next meeting. **ACTION: PB**
 - 4.2 JR has passed a First Aid Refresher.
 - 4.3 A new member of staff is first aid trained and willing to be a first aider for the Department. **ACTION: PB**
5. **Workplace and Risk Assessments**
 - 5.1 A Research Student has returned to Cambridge, and needs a PEEP for working in the WGB. The student is currently working from their Cambridge accommodation. **ACTION: MMc**

The Research Student's supporter has completed an evacuation chair refresher.
 - 5.2 A PEEP is required for a new starter. **ACTION: CS**

[Afternote: A reserved blue badge space in the front car park has been put in place.]
 - 5.3 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 held over to the next meeting. **ACTION: PB**
 - 5.4 A Risk Assessment was required for a Research Student's field work. The other department involved has a full Risk Assessment for field work in place. The Department of Computer Science and Technology has accepted their Safety Officer's assistance.
 - 5.5. Signage for limited lift use will remain.
6. **Fire**
 - 6.1 More fire wardens are needed and recruitment is ongoing. It is recommended that there are two fire wardens per corridor. In progress. **ACTION: MMc**
 - 6.2 Emergency evacuation chair requalification is due. **ACTION: MMc**

6.3 Security Incident Report id: I-5177. Smell of something being burnt in SS17. Resolved.

6.4 Security Incident Report Id: I-6500. Blown/faulty light fitting in GN06. Resolved.

7. **Building Matters**

7.1 We are no further forward with getting the reports from the last PAT testing. This item is held over to the next meeting.

ACTION: Building Services

7.2 Leaks to SN and SC downpipes are ongoing.

ACTION: MMc

7.3 COVID-19 safe working protocol remains up to date. Showers are no longer closed.

7.4 Electrical work replacing MCBs with RCBOs is ongoing. The remedial work in SW11 is part of the MCB work. Waiting on ED.

ACTION: MMc

7.5 The bowing panel in the Intel Lab ceiling has been checked for movement. Review in 6 months.

ACTION: MMc

7.6 The Building Services Manager role is currently vacant. CS is reviewing the role description prior to advertisement.

ACTION: CS

8. **Lasers**

Next Laser Safety Meeting is March 2022.

9. **West Cambridge Site**

Nothing to report.

10. **Any Other Business**

Nothing to report.

11. **Date of Next Meeting**

The meeting will be 10am, Tuesday 3 May 2022.