

**University of Cambridge Computer Laboratory  
Health and Safety Committee**

**Chairman: P Brooks**

**Secretary: H Scarborough**

Minutes of the Health and Safety Committee meeting held on Tuesday 3 May 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**  
Ref tba: Incident reported by IP. Waiting AssessNET reference.  
**ACCB368 / A1** - bike incident  
**ACCB272 / A14** - fell off an e-scooter
  - 4.1 The University Safety Office have launched a new on line accident/incident reporting system. Training had been delayed due to COVID-19. This item is held over to the next meeting.  
**ACTION: PB**
  - 4.2 Helen Averill, a trained first aider has joined the Department.
5. **Workplace and Risk Assessments**
  - 5.1 There is a revised Personal Emergency Evacuation Plan for a Research Student who has returned to Cambridge and due to start working in an office of the first floor of the building. An evacuation chair will be located in FS33 (stairwell). The student is currently working from their Cambridge accommodation. Joy will make enquiries as to when the RS will likely start working in the building.  
**ACTION: MMc/JR**
  - 5.2 A PEEP for a new starter has been done.
  - 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 had been delayed due to COVID-19. This item is held over to the next meeting.  
**ACTION: PB**
  - 5.4 Lift usage is no longer restricted. The signage has been removed.
6. **Fire**
  - 6.1 Fire warden recruitment is ongoing as take up and building occupancy numbers are relatively low. The SO would like to be kept updated with gaps in fire warden cover.  
**ACTION: MMc**
  - 6.2 Emergency evacuation chair requalification is due. This item is held over to the next meeting.  
**ACTION: MMc**
7. **Building Matters**
  - 7.1 PAT Information. Has been transferred to the CST Buildings and Environment Committee.
  - 7.2 PAT testing. Has been transferred to the CST Buildings and Environment Committee.
  - 7.3 Downpipe leaks. Has been transferred to the CST Buildings and Environment Committee.

7.4 Explicit COVID-19 restrictions have been removed. Safe working protocol has been updated to 'Minimising risk from Infectious respiratory diseases". It was agreed that this would be better placed under H&S rather than Building Information.

7.5 Electrical work. Has been transferred to the CST Buildings and Environment Committee.

7.6 Switch gears for the bus bars. Has been transferred to the CST Buildings and Environment Committee.

*[Afternote: Bowing panel in the Intel Lab ceiling and front car park loose setts have been transferred to the CST Buildings and Environment Committee.]*

7.7 CS reported that it is likely that an offer will be made this week for the Building Services Manager role.

**ACTION: CS**

## 8. **Lasers**

8.1 MK reported that the main user of the Laser Lab (SE09) has removed the equipment and so the only piece of laser equipment remaining is the laser cutter in the Hardware Lab. CS queried who owns the equipment that has been removed. MK reported there were donations for the purchase of the equipment and the ownership was various but he will clarify this by way of updating the Department's inventory.

**ACTION: MK**

## 9. **West Cambridge Site**

9.1 There are loose setts along the shared path that runs between JJ Thomson Avenue and Clerk Maxwell Road, south of WGB, which was felt to be dangerous. The committee also suggested that the posts at either end of the shared path require reflective tape. MMc will raise with ED.

**ACTION: MMc**

*[Afternote: ED job reference, Call No: 142282]*

## 10. **Any Other Business**

Nothing to report.

## 11. **Date of Next Meeting**

The meeting will be 10am, Tuesday 27 September 2022.