

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

Chairperson: P Brooks

Secretary: H Scarborough

Minutes of the Health and Safety Committee meeting held on Tuesday 30 January at 10am on Zoom.

Present: A Beresford, P Brooks, A Chop, M Kuhn, M McDonnell, J Rook, H Scarborough, C Stewart

Apologies: A Digby, H Neal

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**
Changes to the Occupational Health self-referral system came into effect 22 January 2024. The changes are nothing to be concerned about and we should try to avoid referring to Occupational Health unless it is really needed.
4. **First Aid and Accidents**
 - 4.1 The following were reviewed at the meeting:
ACCB272 / A22 fell off bike
ACCB272 / A23 felt unwell
ACCB272 / A24 fell off bike
ACCB272 / A25 fell off bike
ACCB272 / A26 near miss
ACCB274 / A25 Trip
5. **Workplace and Risk Assessments**
 - 5.1 An alternative way of storing DSE self-assessment checklists for new starters is ongoing. The SO are outsourcing the work as UIS have not yet been able to do it. In the meantime, an alternative form is being used. Waiting on UIS.
 - 5.2 A student has wrist discomfort and requires a risk assessment.

Action: PB
 - 5.3 The Safety Office have employed a new person to re audit the Department. This will take place on Friday 26 April 2024.

Action: CS
6. **Fire**
 - 6.1 21 building users have agreed to become fire wardens. They have been asked to book themselves on a training session taking place in Greenwich House.

ACTION: MMc
 - 6.2 8 building users have agreed to undertaking the Emergency evacuation chair qualification. Requalification and newcomer training is combined. Waiting for a list of training dates.

ACTION: AD / MMc
7. **Building Matters**
 - 7.1 The leak detection fault alarm for GN09 had returned. New batteries were installed in the leak detection panel outside GN09. The fault has been resolved, no further action required.
 - 7.2 The planned power outage for 25 November 2023 went well and there were no Health and Safety issues. The main door failed but the fault was resolved the same day.
 - 7.3 All roof vents have been replaced and the testing went well. The courtyard doors are working in line with the roof vents. MMc will keep an eye on this.

7.4 There was a power glitch which caused the lights in Lecture Theatre 2 to fail and the Emergency lights go in to test mode. This was seen as a one off occurrence and the Department have a better idea of what to do if it happens again. The risk of the lights failing in Lecture Theatre 1 are on the Departmental Risk Register and need to be done.

8. **Lasers**

8.1 The Laser cutter risk assessment is up to date.

9. **West Cambridge Site**

9.1 A West Cambridge Site Managers email group has been set up.

9.2 There have been no further reports of cars driving along the footpath in front of the William Gates Building. SDC have provided a gateman to ensure smooth flow of traffic on to the new access spur road.

9.3 A West Cambridge Site Managers' email group has been set up.

10. **Any Other Business**

10.1 **Cisco phones / first aiders**

The emergency BT phone line is soon to be withdrawn and there was discussion on options for making emergency calls if the Cisco phone lines go down. It is understood that another Department of West Cambridge will be relying on mobile phones. It was felt we have mobiles if needed but relying on personal mobiles is not ideal. We await guidance from the University's Safety Office on the approved procedure.

11. **Date of Next Meeting**

The meeting will be on Zoom at 10am, Tuesday 7 May 2024.