

**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 7 May 2024 at 10am on Zoom.

**Present:** P Brooks, A Digby, M McDonnell, M Kuhn, J Rook (point 5.3), H Scarborough, C Stewart

**Apologies:** None

**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**

**4.1** The following were reviewed at the meeting:

ACCB272 / A27 slip trip fall

**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 UIS.

**5.2** A student has wrist discomfort and requires a risk assessment.

**Action: PB**

**5.3** A Health and Safety Audit took place 26 April 2024 and we await the outcome of the Report from the Safety Office. Pending the outcome of the Report, the committee discussed:

The need to better routine record keeping.

Generating an employee training matrix of roles and associated training not extensive to GN09, Lasers, risk assessments including associated service people, manual handling, equipment service, COSHH.

Noting completed Health and Safety procedures at each Health and Safety meeting.

**Action: PB / AD / CS**

There has been a lot of bike accidents over the past two years. The recommendation is that a Risk Assessment for cycling is signed by every member of the Department. The committee agreed that this was difficult as members of the Department change on a weekly basis, as well as the fact that cycling to/from work was not deemed to be the Department's responsibility, other than doing our best to ensure the surrounding site was safe for pedestrians, cyclists and other vehicle users. There was the suggestion that something could be added to the website as part of the induction process or a Google Form could be generated. CS check the proposal with the HoD team.

**Action: PB / CS**

There was a request that we extend the use of the accident reporting process for "near misses". We were informed this process could also be used to report safety related faults, e.g. faulty fire alarm, dangerous cycling conditions beyond WGB. This is in addition to reporting to the relevant Department for resolving.

**Action PB / AD**

6. **Fire**
- 6.1 Fire warden recruitment is ongoing as take up is slow. MMc will review the last two lists of people who have agreed to do the training and follow up with an email to those who have not signed up.  
**ACTION: MMc**
- 6.2 Emergency evacuation chair recruitment and qualification is ongoing. There has been some uptake. MMc will email Building Users with the training dates.  
**ACTION: MMc**
7. **Building Matters**  
Nothing to report.
8. **Lasers**  
There are paper training reports for the laser cutter. It is suggested that these reports are included in the training matrix (Health and Safety Minutes 07/05/2024, 5.3).  
**ACTION: PB / MK**
9. **West Cambridge Site**
- 9.1 The problems with the temporary road and path arrangement put in place during the Whittle works has settled. Communications with the contractors have improved.
10. **Any Other Business**  
The University seems to have the analogue phone line switch in hand and it can be dropped from the Minutes.
11. **Date of Next Meeting**  
It was agreed that we should trial hybrid meetings in the future. The next meeting will therefore be in FW11 at 10am, Tuesday 6 August 2024.