

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

Chairperson: A Digby

Secretary: H Scarborough

Minutes of the Health and Safety Committee hybrid meeting held on Tuesday 6 August 2024 at 10am in FW11

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

Apologies: M McDonnell

0. Safety Officer

AD took over as Health and Safety Officer from 1st June 2024. It was agreed that all PB Minute actions, Assessments, Laser Safety and SO administration will transfer to AD.

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 / A28 Cycling accident [*Afternote: INCOMPLETE on AssessNET*] **Action: AD**

AD is not currently getting AssessNET notifications and does not have access to AssessNET [*Afternote: AD has been granted access to AssessNET though cannot view historical incidents.*]

Action: HS

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. HS will provide details to allow AD to progress this. [*Afternote: HS has forwarded the details to AD.*]

Action: AD

AD is booked on training for DSO Essentials (12.11.24) and Risk Assessments (21.11.24).

5.3 The Department has received the Health and Safety Audit Report. It was agreed in the meeting that the Committee will approve safety objectives at the next meeting and take a broad approach when inviting new members for the Michaelmas Term Health and Safety meeting. The SO will start the new Academic Year with a robust overview to complete actions set out in the report. To include the need for better routine record keeping including documenting internal safety inspections.

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: AD / CS

Recruitment of new Committee members will start so they may attend the next H&S meeting. JR will email all Research Students at the start of Academic Year 2024-25. AD will ask the HoD team about the process for recruiting an academic role post for the Committee.

Action: AD / JR

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. Training will be provided by the Safety Office. Once there is enough participants from across the University to enable the course to run, training dates will be provided.

ACTION: MMc

7. **Building Matters**

Nothing to report.

8. **Lasers**

Training reports for the laser cutter are to be included in the training matrix.

ACTION: AD / MK

The Laser Safety Officer role ends 30 September 2024. The Chairperson thanked MK for their work and support. For continuity, it was agreed that MK will continue as a member on the Committee for one more year.

9. **West Cambridge Site**

- 9.1 Vehicles coming on to West Site approaching from Madingley Road West are accessing the new entrance between the Vet School and the Ray Dolby Centre. The road is not set up to allow such access from this approach. There is no signage to suggest this should not happen. AD will submit a report to Cambridgeshire County Council.

Action AD

- 9.2 Greenery along Coton Footpath is overgrown and is proving problematic to both pedestrians and cyclists. AD will report.

Action AD

10. **Any Other Business**

Nothing to report.

11. **Date of Next Meeting**

It is agreed that we use TEAMS in the future for the hybrid meeting. At the start of the next Academic Year, HS will provide a Doodle Poll for the next meeting. Suggested week commencing 25 November 2024.