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University of Cambridge Computer Laboratory
Health and Safety Committee

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Chairperson: A Digby   **Secretary: H Scarborough**

Minutes of the Health and Safety Committee hybrid meeting held on Tuesday 3 December 2024 at 10am in FW11

Present: T Bytheway, A Chop, A Digby, M Kuhn, M McDonnell, K Rybalochka, H Scarborough, C Stewart

Apologies: P Brooks

0.   **Welcome**
          The Safety Officer (SO) welcomed new members to the committee.

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
          ACCB272/A29
          ACCB272/A30
          ACCB272/A31

4.2   A first aider reported that their training due to expire January 2026 will not be refreshed.
          Thomas Bytheway has offered to be a first aider.
                                                                                          Action: AD

5.   **Safety Audit Report and Proposed Actions**
5.1   There will be a high level statement on what Safety Objectives and Metrics the Department
          SO would like to work on over the year. The proposed items approved by the Committee are:
          - To ensure all events out of working hours and all events outside the remit of teaching and research have Risk Assessments in place.
          - To introduce workplace safety instructions for all new starters.
          - To have an overview of compliance in mandatory safety training.
          - To arrange and carry out a yearly safety inspection. It was suggested this takes place in April.
          - Completion of the Safety Hub Risk Register. The SO has access to the Hub Risk Register.
                                                                                          Action: AD

5.2   Uptake of Research Students joining the H&S Committee meeting has been slow. The
          request will be taken to the Research Staff Forum to put out feelers.
                                                                                          Action: HS

5.3   The Risk Assessment Plan for all activities will fall within the high level statement (item 5.1)
          that the SO will bring to the committee. This includes the out of hours room booking policy
          that is with the Building Environment meeting. The out of hours room booking policy will feed
          through to reception at some point.
                                                                                          Action: AD

5.4   Extend reporting process. This item will be removed from the Agenda.

5.5   The Annual Department Safety Inspection has not been set up yet.

6. **Workplace and Risk Assessments**

6.1 The storage of DSE self-assessment checklists for new starters is ongoing. This item will be brought forward to the next meeting.

6.2 A student who had wrist discomfort no longer requires a Risk Assessment.

6.3 The SO met with the Research Student who requires the Personal Emergency Evacuation Plan (PEEP). The PEEP has been done and the Supervisor is aware.

6.4 It is not known why a MPhil student has a service dog and no one has raised objections to the service dog being in the building. The Safety Office do not have a procedure and we are waiting for guidance to be published from them. Assistance dogs are allowed. Emotional support dogs are not allowed. KR will follow up to see if a student support document has been done.

Action: KR

6.5 Given the large amount of activity that is not risk assessed, we need to concentrate on activity in the building. There is no need to do Risk Assessments for commuting to and from work. Risk Assessments are required when cycling within working hours. Examples of this are travelling to or from another site, attending off site training.

6.6 Accident reporting including near misses that do not require first aid should be reported on AssessNET and the Safety Hub Risk Register. The Building Services INVIDA system can be used for reporting.

7. **Procedures Completed**

7.1 Ali has written the safety objectives.
- To ensure all events out of working hours and all events outside the remit of teaching and research have Risk Assessments in place.
- To introduce workplace safety instructions for all new starters.
- To have an overview of compliance in mandatory safety training to include laser cutter safety training.
- To arrange and carry out a yearly safety inspection. It was suggested this takes place in April.
- Completion of the Safety Hub Risk Register. The SO has access to the Hub Risk Register.

Action: TB/AD

8. **Training**

8.1 TB has reviewed the departmental training database, to see if it would be suitable for storing records of laser cutter training (which are currently stored as paper hard copy). It seems that the current database is generally insufficient for effectively tracking all H&S training. It was originally conceived to handle GN09 training specifically, and will be inconvenient to adapt beyond that. A review of this has begun with TB, MS, AD and DP, looking at the Health and Safety and IT perspective along with what other Departments are doing.

Ideally there would be a register where the Safety Officer could have an overview and be able to track and record all training and be able to send out reminders to individuals where training is due. The register would include highlighting courses that people need to do. If the new workshop project (c.f. B&E committee minutes) comes to fruition, it would be preferable to control access to that facility based on training.

It is IT Services' preference not to go the bespoke route. It was suggested that a Google form be kept as a minimum to include when training is complete and where training is due.

Action: TB/AD

9. **Fire**

9.1 14 fire wardens have been signed up and have been trained. Due to hybrid working there is a need for more fire wardens per corridor. Ongoing recruitment is a struggle.

ACTION: MMc

9.2   Emergency evacuation chair recruitment and qualification is ongoing. Some folk who commit don't sign up to the training. To run the inhouse training, a minimum of 8 participants are required to make it worthwhile for the Safety Office to run the training. The are two evacuation chairs, each located at the SC and FS staircases. If the Research Student based along the FE office space corridor no longer requires access to the evacuation chair, the chair can be located from the FS staircase to the FC staircase.

ACTION: MMc/HS

9.3   There was a fire evacuation 27 August 2024. This was due to combustion of food that was being microwaved in a second floor kitchen. The microwave two minute override button was restarted without the food being checked along with the person also leaving the vicinity after each reset. Human actions caused the event to be bigger than it should have been. It was suggested that guidance for the use of microwaves is included in the safety induction for new starters.

10.   Building Matters
10.1   There are a few reports of users struggling to open Gridline E doors. The SO will request quotes for automated or for the addition of push buttons to make the doors automatic. If the go ahead is granted, it is proposed that the facility is added to the central doors on each floor.

Action: AD

11.   Lasers
11.1   The Department no longer uses Class 3B or Class 4 lasers and therefore no longer needs a Departmental Laser Safety Officer. The Laser heading for item 11 will be removed. Laser cutting will be added under item 8 Training.

12.   West Cambridge Site
12.1   The SO has reported to Cambridgeshire County Council that vehicles approaching from Madingley Road West are accessing the new entrance between the Vet School and the Ray Dolby Centre.

12.2   The SO has reported the overgrown greenery along Coton Footpath West to Cambridgeshire County Council.

12.3   Markus noted that he occasionally reported to the Council overgrown shrubbery alongside Madingley Road Park and Ride pedestrian and cycle path.

13.   Any Other Business
13.1   A first aider requires a replacement key to GE09.

Action: MMc

14.   Date of Next Meeting
Tuesday 25 February 2025 at 10am in SW00.