

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

Chairperson: A Digby

Secretary: H Scarborough

Minutes of the Health and Safety Committee meeting held on Tuesday 25 February at 10am in GC22

Present: P Brooks T Bytheway, A Chop, A Digby, M Kuhn, M McDonnell, H Scarborough, C Stewart

Apologies: L Yates

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

Correction: Minutes Tuesday 3 December 2024

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

3. Correspondence

The Safety Office are looking at the information they hold on their website. Feedback by way of a survey is welcomed. An email detailing the survey will be circulated to committee members.

Action: AD

[Afternote: An email detailing the survey has been circulated.]

4. First Aid and Accidents

- 4.1 The following were reviewed at the meeting:
ACCB272/A32
ACCB272/A33

The committee agreed that the Departmental Safety Officer needs to be mindful to update AssessNET after a period of injured person absence.

5. Safety Audit Report and Proposed Actions

- 5.1 AD will write up an event Risk Assessment policy for reception.

Action: AD

- 5.2 Workplace safety instructions need to be updated for all new starters. AD will look at changes to the Webpage induction.

Action: AD

- 5.3 There should be an overview of compliance in mandatory safety training. Training.cam should be given some consideration. AD will pick this up with Daniel. It was suggested that a simple log sheet is used to capture the data.

Action: AD/TB

- 5.4 The Annual Department safety inspection will take place week commencing 7 April 2025. PB, CS, TB, MMc and AD will be the inspection team. Inspection format will be agreed closer to the date.

Action: AD

- 5.5 The Safety Hub Risk Register is a dynamic document. Departmental data is in the process of moving over to SharePoint.

Action: AD

- 5.6 Recruitment on membership to the H&S Committee is ongoing. A member of the Research Strategy Forum will ask within their Research Group. KR is following up with Research and MPhil students.

Action: KD/HS

Lisabeth Yates is the lead contact from the Safety Office for our Department. Lisabeth is invited to attend H&S Committee meetings.

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 An MPhil student has a service dog. No one has raised objections. This item will be brought forward to the next meeting. KR to check if the student has a Student Support Document (SSD).

Action: KR

7. Procedures Completed

7.1 Nothing to report.

[Afternote: The Peregrine Foresight platform for travel abroad risk assessments has been rolled out.]

SharePoint for Building Services is in the process of being set up. This will include Fire Management and Health and Safety. It is anticipated that all data will be transferred within the next few weeks.

8. Training

8.1 Training records were discussed as part of 5.3.

8.2 TB has completed First Aid at Work training.

8.3 The numbers of staff in the Department who are trained on First Aid at Work have dropped. A member of the teaching administration team has previously held a First Aid qualification and is willing to be a first aider. Is needs to be established whether they will need to renew their training. HS will invite them to the next H&S meeting.

Action: MMc

8.3 The question of whether there was a need to have First Aiders who are trained in Mental Health in the Department was raised. CS thought there were others in the Department who are already trained. TB reported a willingness to be trained on Mental Health First Aid. CS suggested we might want to ask the People and Operations Committee for their view on whether the Department should have a larger number of people being trained in Mental Health First Aid as they are responsible for wellbeing in the Department. HS to ask the Secretary to put it on the agenda for their next meeting.

Action: HS

St John Ambulance Mental Health First Aid is not mandatory. AD will ask if there is funding for St John Ambulance training.

Action: AD

9. Fire

9.1 Two people have volunteered to become a fire warden. They have been asked to book themselves on the training. The Department is short on fire wardens along the second floor south and the first floor. It was suggested that the Research Group leads in these areas are contacted.

ACTION: MMc

9.2 Emergency evacuation chair recruitment and qualification is ongoing. This item will be brought forward to the next meeting.

ACTION: MMc

[Afternote: An evacuation chair has been moved from the FS staircase to the FC staircase.]

10. Building Matters

- 10.1 There were reports of users struggling to open Gridline E doors. The SO has contacted Chubb Fire and Security and is waiting their response on when they will visit the Department. SO will chase this. In addition, it would be beneficial to have door assistance in place for GS03 and GS07.

Action: AD

11. West Cambridge Site

Nothing to report.

12. Any Other Business

It was proposed that Manual Handling training to include Computer Officers and Building Services is added as a mandatory requirement. This is to be arranged through the Safety Office.

Action: AD

AD announced that the next meeting will be her final one with the Department.

13. Date of Next Meeting

Tuesday 29 April 2025 at 10am in SW00.