

**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 29 April at 10am in SW00

Present: A Bishop, P Brooks, T Bytheway, A Chop, A Digby, M Kuhn, M McDonnell,
H Scarborough, L Yates

Apologies: K Rybalochka, C Stewart

0. Welcome

The chair welcomed Aidan Bishop and Lisabeth Yates to the meeting.

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

Building Services has moved over to SharePoint, this includes files for Health and Safety. AD, MMc and HS have access. Going forward and with construction and data protection in mind, it is intended that Committee members have access to certain H&S files through a shared link.

The Safety Officer is leaving the Department on 9 May 2025. Diana Gauvrit is taking up the appointment and will start 9 June 2025.

3. Correspondence

The Safety Office Newsletter has come out and AD will circulate. Lifting equipment needs to be added to the Building Services' annual insurance inspection list. Lifting equipment includes two server lifters in GN09 and one pallet truck in Stores.

Action: AD

4. First Aid and Accidents

4.1 The following were reviewed at the meeting:
ACCB272/A34

5. Safety Audit Report and Proposed Actions

5.1 There has been a large increase on enquiries for big out of hours events and a large portion of the enquiries are from unaffiliated members of the University. A Policy is in progress with the Building and Environments Committee. AD will produce an event Risk Assessment policy for reception.

Action: AD

5.2 Workplace safety instructions need to be updated for all new starters. This will mean adding links for the Health and Safety SharePoint. The post for the Department's Drupal and Moodle Specialist is vacant. DG should be asked to review what changes might be needed to the online induction.

Action: DG

5.3 There should be an overview of compliance in mandatory safety training. The Safety Officer has access to the University's Training Booking System (UTBS). Verbal training for the Department may be added to UTBS. Practical training will need to be done as part of a local induction based on Risk Assessment. TB has agreed to enquire if training for the suppression system in GN09 can be added to the UTBS with access granted to the Department only. The committee has asked if Fire Training and Evacuation Chair Training can be added to the UTBS (BSM to pick up when they start).

Action: TB/DG

5.4 Once the replacement DSO is in place, a new date for the annual Department safety inspection will be arranged.

Action: DG

- 5.5 AD has revisited the Safety Hub Risk Register. As it is a dynamic document it will be handed over to the new DSO.
- 5.6 Recruitment on membership to the H&S Committee is ongoing and student representation is to be encouraged. A member of the Research Strategy Forum is asking within their Research Group and KR is following up with Research and MPhil students. The Committee suggested that a broader approach on recruitment needs to be taken; ideally to include a Union Representative.

Action: KD/HS

6. Workplace and Risk Assessments

- 6.1 The storage of DSE self-assessment checklists for new starters is ongoing and progress is slow. UIS still have things to be done. This item will be brought forward to the next meeting.
- 6.2 An MPhil student has a service dog. No one has raised objections. KR to check if the student has a Student Support Document (SSD). Enquires are to be made whether the MPhil student will be enrolling as a research student.

Action: KR

7. Procedures Completed

- 7.1 Safety Hub Risk Register.

8. Training

- 8.1 AB is to be trained in First Aid at Work with training booked for July. MMc has successfully completed First Aid at Work requalification.

PB would like to see practical AED training as part of First Aid at Work requalification and will see what can be done for this to be added.

- 8.2 The question of whether there are to be First Aiders who are trained in Mental Health has been added to the People and Operations Committee.
- 8.3 Building Services and the IT structure including IT support need to be added on the training for Lifting and Manual Handling. The numbers are sufficient such that a trainer from the Safety Office is able to come to the Department and give the training.

Action: DG

9. Fire

- 9.1 It is not known if the two people who volunteered to become a fire warden have booked themselves on the training. It is difficult to recruit as occupation in the building is patchy. It was suggested that the perception of being a fire warden may be erroneous and we look at advertising what is involved as part of the recruitment process.

Action: MMc

- 9.2 Recruitment for Emergency evacuation chair qualification is ongoing. There are 8 people willing to be trained. MMc will re-engage with the Fire Safety Team to request a new date.

ACTION: MMc

10. Building Matters

- 10.1 AD discussed the possibility of adding door assistance to the Gridline E central, GS03 and GS07 doors with Chubb. The new DSO to look at getting quotes.

Action: DG

11. Equality, Diversity and Inclusion

We are waiting on communication from the University on the Supreme Court Ruling relating to single sex spaces and gender neutral spaces. The Department has a good provision of accessible toilets which could be included as a gender neutral facility.

- 12. West Cambridge Site**
MK raised the part closure of the West Hub. No communication has been given.
- 13. Any Other Business**
Nothing to report.
- 14. Date of Next Meeting**
Tuesday 24 June 2025 at 10am in SW00.