**University of Cambridge Computer Laboratory**

**Health and Safety Committee**

**Chairperson: D Gauvrit Secretary: H Scarborough**

Minutes of the Health and Safety Committee meeting held on Tuesday 24 June at 10am in SW00

**Present:** A Bishop, P Brooks, T Bytheway, A Chop, M Kuhn, M McDonnell, H Scarborough,

C Stewart

**Apologies:** K Rybalochka,L Yates

**0.** **Welcome**

The new chair welcomed everyone 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**

It was agreed that some time is needed to allow the Chair to familiarise themselves.

**3. Correspondence**

The Department has set up a People and Operations Committee. Terms of Reference can be found on the Department’s website.

A symposium is taking place in the Department on Monday 30 June. The symposium organiser has arranged for their own first aiders to attend as the event will run beyond business hours. A plan has been put in place to accommodate a wheelchair user.

**4. First Aid and Accidents**

4.1 Nothing to report.

**5. Safety Audit Report and Proposed Actions**

5.1 There has been a large increase in enquiries for big out of hours events and a large portion of the enquiries are from unaffiliated members of the University. DG will create a checklist for the Department’s website for the event holders to go through themselves.

**Action: DG**

*5.2* The workplace safety instructions for all new starts needs updating. DG will review the workplace safety on line induction.

**Action: DG**

*5.3* The Safety Office has a matrix of training courses. DG will contact the Safety Office for guidance. It was suggested that self-taught courses may be available for current and as part of the new starter overview.

**Action: DG**

5.4 A new date for the annual Department safety inspection needs to be set. It was agreed a date can be set for Michaelmas 2025.

**Action: DG**

5.5 There is no uptake from the Research Strategy Forum on the recruitment for H&S Committee membership. The Chair suggested sending an email directly to students as part of the recruitment process; ideally to include a Union Representative. CS will investigate what other committees need representatives.

**Action: DG/CS**

**6. Workplace and Risk Assessments**

6.1 The storage of DSE self-assessment checklists with UIS for new starters is ongoing. DG will contact the Safety Office to see what can be done.

**Action: DG**

6.2 An MPhil student has a service dog. Enquires are to be made whether the MPhil student will be enrolling as a research student.

**Action: HS**

6.3 Lifting equipment needs to be added to the annual insurance section list. DG would like access to the servicing calendar and the INVIDA app and has been in discussion with Stewart Broadhurst and Mike Fish, Estates Division. It was suggested this is also followed up with Malcolm Scott.

**7.** **Procedures Completed**

7.1 Nothing to report.

**8.** **Training**

8.1The Department already has one person who is a trained Mental Health First Aider (MHFA). TB has volunteered to become a MHFA. DG used to be one. The People and Operations Committee have let the Health and Safety Committee know they will look into it.

8.2 Building Services and the Computer officers need to be added on the training for Lifting and Manual Handling. The numbers are sufficient such that a trainer from the Safety Office can come to the Department and give the training. Teaching Administration, Stores, Reception, Markus Kuhn and possibly the Graduate Education Office may wish to be included. Diana will check with the Safety Office for guidance on weight limits.

**Action: DG**

8.3 The DSO would like to gain access to the training records for all staff members and academic staff. DG is in discussions with the Safety Office.

**9. Fire**

9.1 Recruitment of fire wardens is ongoing. To maximise fire warden recruitment for each corridor, it was proposed the DSO email the Principal Investigators to find out building occupancy per corridor.

**Action: DG**

9.2 Emergency fire evacuation chair qualification is ongoing. One of the two people who had signed up has completed the training. The evacuation chair supplier has changed from … to … The Department will need to meet the minimum number of trainees to qualify for onsite training and it is likely that numbers will need to increase for the course to run.

DG will follow up with Neil Stamford, Safey Office.

**Action: DG**

9.3 DG will check with the Estates Division for the date and rating of the latest Fire Risk Assessment.

**Action: DG**

**10. Building Matters**

10.1 Quotes are needed for adding door assistance to the Gridline E central, GS03 and GS07 doors with Chubb. DG to look at getting quotes.

**Action: DG**

10.2 The latest Legionella Risk Assessment for the Department took place in 2017 and needs to be renewed.

**Action: DG**

**11.** **Equality, Diversity and Inclusion**

The Department has set up a People and Operations Committee. This item was covered under **3. Correspondence**.

**12.** **West Cambridge Site**

West Hub has reopened fully.

**13.** **Any Other Business**

Nothing to report.

**14. Date of Next Meeting**

Tuesday 7 October 2025 at 10am in SW00.