

**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 with the matters arising and need for any actions.

3. Correspondence

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

3.2 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 out of hours events and a lot of these enquiries are from unaffiliated members of the University. DG will create a checklist of requirements from event hosts for the Department's website. This will also help staff check everything has been done as needed.

Action: DG

5.2 The workplace safety instructions for all new starters needs updating. DG will review the workplace safety aspects of the online 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 should be set for Michaelmas 2025.

Action: DG

5.5 There is no uptake from the Research Strategy Forum for a member of Research staff to serve on the H&S Committee. The Chair suggested sending an email directly to research staff and research students as part of the recruitment process; it was noted that ideally we also need a Union Representative. CS will investigate what other Committees need representatives and send a bulk message.

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. It was noted that MPhil students should be finishing very soon. 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 list. DG would like access to the servicing calendar and the INVIDA app and has been in discussion with Estates Division about getting this. It was suggested this is also followed up with Malcolm Scott.

7. Procedures Completed

- 7.1 Nothing to report.

8. Training

- 8.1 The 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 this matter and will report back.

- 8.2 Building Services and IT staff need to be added to the training for Lifting and Manual Handling. The numbers are sufficient such that a trainer from the Safety Office will come to the Department to deliver 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 what weight limits are deemed to need the training.

Action: DG

- 8.3 The DSO now has access to the training records for all staff members and academic staff. This tool can be used to check on the training requirements of staff and academics.

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. The Department will need to meet the minimum number of trainees to qualify for onsite training so it is likely that numbers will need to increase for the course to run.

DG will follow up with Neil Stamford, Safety 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 meet accessibility requirements. There were suggestions as to which doors are priority. Ideally this would be Gridline E central, GS03 and GS07 as well as doors on the first and second floor. DG will investigate the costs and report back to the Committee and relevant others.

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 (EDI)

The Committee is asked to consider any EDI issues as a routine part of their business.

12. West Cambridge Site

West Hub has fully reopened.

13. Any Other Business

Nothing to report.

14. Date of Next Meeting

Tuesday 7 October 2025 at 10am in SW00.