

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

Chairperson: D Gauvrit

Secretary: A Chop

Minutes of the Health and Safety Committee held at 10.00 on Tuesday 24 February 2026 in SW00.

Present: A Bishop, P Brooks, T Bytheway, A Chop, D Gauvrit, M Kuhn, M McDonnell, Y Papadodimitraki, K Rybalochka, C Stewart, L Yates.

0. Introducing Lisabeth Yates and Yanna Papadodimitraki to the committee members.

1. Minutes of the last meeting

The minutes of the meeting held on Tuesday 7 October 2025 were circulated and approved by the committee and the Chair.

2. Matters arising from the previous minutes

DG has obtained quotes for adding door assistance to our gridline doors, and the quote was put forward for HoD's consideration. It is likely for the matter to be delayed until the next financial year for budgeting reasons.

3. Correspondence

Nothing to report.

4. First Aid and Accidents

Cut injury – Nov

Bike injury – Nov

After closer inspection of the report DG found out that the incident should have been categorised as a RIDDOR (recordable incident/accidents). The incident took place on the cycle path, placing it outside of University's property and direct responsibility.

Chest pain – Dec

4 near misses – Oct-Jan

Our main concern is underreporting of near misses, as we should have received more over this period.

5. Post-DSO meeting suggestions:

5.1. An idea was presented to add photos of first aiders to the first aid notices around the WGB; to be checked with each First Aider directly.

It was also brought up that we might look into creating a call list or a WhatsApp group for all first aiders.

Action: DG

5.2. It was proposed to create an investigation team to support the DSO in case of a more severe incident. DG will provide a full description of

the role and approach the committee members to find volunteers.

Action: DG

6. Safety Objectives

Committee members have approved the aims as follows:

1. First Aim
Have an up-to-date General RA which covers all standard procedures of the department to support users and teaching. Including a sign-off system for all UTOs/line managers/event organisers within the department, which is annually reviewed.
2. Second Aim
Support the participation in DSE assessment within the whole department and try to reach an annual 60%.
We will include visitors in our 100%. This will help with reaching the target goal.
3. Third Aim
Drive the reporting of incidents, near misses & co. via AssessNet with the monthly expectation of 15 near-miss reports.
AP - a clear link for AssessNet should be added to our website

Comments:

First Aim

The General RA is now accessible on our website, but it hasn't yet been circulated to the department members en masse.

The General RA needs its own tap on the H&S section of the website to have its own dedicated link. DG is checking with people if the RA covers everything reasonably and is understandable for users.

Second Aim

It has been agreed that while the DSE assessment and training is rather lengthy, it is reasonable to expect people to be able to complete it once every 2 years. DG has confirmed it should also be possible for a user to change their details in the interim.

By the date of this meeting, almost a quarter of all building users have completed the assessment.

TB has raised an issue that the assessment invitation link looks like a potential scam email – which might create additional friction specifically in our Department.

Third Aim

The reporting goal of 20 near misses per month was challenged and changed to an “expectation of 15”.

It has been agreed that instead of filing a direct report on AssessNet people can email the details to DG who will file the report on their behalf.

An issue was brought up of getting output from AssessNet, since a user can't see their previous submissions. The settlement is to get in touch with DG if any information needs to be retrieved.

7. Safety Audit Report and Proposed Actions

Only 2 actions remain outstanding, and our latest report have received a positive reception in the Safety Office.

8. Safety Inspection

There has been a first / trial inspection that encompassed various types of rooms/spaces in the FN corridor. There has been positive feedback from two UTOs located at other parts of the building.

The trial has allowed to establish a format we will be using going forward.

9. Workplace and Risk Assessments

Link to the General RA has been published in the H&S section of the CST website. DG plans to ask for a separate tab to be created for ease of access.

Action: DG

10. Training

Nothing to report.

11. Fire

11.1. Fire RA

Fire RA was carried out successfully, with only minor issues detected. GW16 was identified as a potential fire hazard due to the volume of paper documents stores inside.

11.2. Fire Wardens

All fire wardens in the Department have now been issued official letters from the HoD. The wardens who are due to repeat their training were sent a reminder to books themselves on the course.

11.3. Evac Chairs

It was decided to dispose of our current evac chairs (as we would not be able to properly maintain them) and replace them with alternative ones provided by the University's new supplier. A new effort to recruit volunteers for the training will need to be made.

Action: MMc, DG

11.4. Door window covers

There is an increased amount of building users who permanently cover the door windows: an estimated 50% of WGB offices. This creates additional risks, as it hinders Fire Wardens who, in such cases, can't confirm the room occupancy without unlocking the door. Meanwhile not all fire wardens possess the keys to do so.

It was decided that DG and CS will work on a draft for an email to be sent out to the building users with a request to stop the practice. It is possibly to include the original reasoning behind the door window introduction and wording about the legal requirements, if provided by the University Fire Safety Team.

Action: CS, DG

11.5. General fire safety training

In the future the fire safety training will be moved to Moodle.

12. **Building Matters**

We have updated our lifting equipment (pallet truck and other lifting gear). All WGB ladders leading to the roof have been condemned. Of the time of the meeting, no reasoning was shared with us by Estates. At the moment DG is legally not allowed to let anybody on the roof but is ready to take on the responsibility in case access needed in an emergency.

13. **Equality, Diversity and Inclusion (EDI)**

There has been no progress on the matter of toilets – since the legislation is changing and growing in complexity.

14. **West Cambridge Site**

DG and CS brought up the matter of a blocked bike path (leading past the Whittle Building) noting the current set up as unsafe to Estates, but it wasn't considered as a high enough risk by the latter.

Road closure due to the crane work next to the Whittle Laboratory: was moved to the 25th of Feb, with notice given only a day in advance.

Landscaping and reinstating street outline is carrying on at the north side of the building; DG will email in regard to the relevant safety considerations.

Maxwell Centre have requested for their contact phone to be taken down from our first aider contact list. The current policy still allows us to request help from their first aiders if needed.

Construction work – West Cambridge (Adams Rd): DG has received a lot of feedback from the Department members – it was shared with Estates who will now work to make it a safer construction.

15. **Any Other Business**

New H&S committee mailing list has been rolled out.

DG has updated records for all portable ladders and step stools. All unlabelled/untagged items of this nature should be reported to DG.

There will be a child visitor in the Department in March – a separate RA will be done to adequately cover the case.

16. **Date of Next Meeting**

The next meeting will be held on Tuesday 23 June 2026 at 10am in SW00.