

**University of Cambridge, Department of Computer Science and Technology
Health and Safety Committee**

Chairperson: D Gauvrit

Secretary: A Chop

Minutes of the Health and Safety Committee held at 10.00 on Friday 29
May 2026 in SW00.

Present: P Brooks, T Bytheway, A Chop, D Gauvrit, M McDonnell,
K Rybalochka, M Scott, C Stewart.

Apologies: A Bishop, Y Papadodimitraki, M Kuhn.

1. Minutes of the last meeting

The minutes of the meeting held Tuesday 24 February 2026 were circulated and approved by the committee and the Chair.

2. Matters arising from the previous minutes

Nothing to report.

3. Correspondence

Nothing to report.

4. First Aid and Accidents

4.1 There have only been 2 incidents since February:

(1) a near miss – a large coffee spill next to the stairs.

(2) FA incident – a piece from a hearing aid got stuck in a department member's ear and was taken out by one of the first aiders. No follow up was required.

4.2 DG has shared a draft poster with photos of first aiders to be distributed in the Department in the future – to be reviewed by the first aiders, who will also be able to include their mobile phones if they so desire.

Action: First Aiders

5. Safety Objectives

Nothing to report.

6. Safety Audit Report and Proposed Actions

1 question remains outstanding due to DG's medical leave but will now be picked up again.

Action: DG

7. Safety Inspection

Safety Inspections have been on hold due to DG's medical leave. The next inspection (with CS) will take place after the exams are finished,

and the resulting report will be distributed in the Department following the positive feedback from last time.
The next inspection after that (with MMc) is planned for later in summer.

Action: DG, CS, MMc

8. Workplace and Risk Assessments

Presence of gas (assumed experimental use) has been reported in the building by a research group, and a comprehensive risk assessment has been provided to the DSO.

9. Training

9.1 Evac chair training

Safety Office will require an update on the number of our members who will be signing up for the training. Currently the Department is represented by MMc and AC, and more volunteers would be appreciated.

Action: MMc

9.2 Train the Trainer – Manual handling

There is an offer for a paid manual handling course allowing the attendees to train others on completion. The training provider's minimum for a training group is 8 people, and currently only 4 slots have been filled. In light of this DG and MMc are looking for extra volunteers. A bigger number of people would also bring down the price of the training.

Action: DG, MMc

10. Fire

Nothing to report.

11. Building Matters

A question was raised if any department-wide communications are needed in light of hot weather, but a decision was made against the action.

12. Equality, Diversity and Inclusion (EDI)

A request has come in for committees to be more proactive on EDI matters. DG to follow up with H&S committee.

Action: DG

13. West Cambridge Site

The Whittle Laboratory construction project is almost done – only minor works remain to be done, so we no longer expect for any safety concerns to arise in connection to the neighbour site.

14. Any Other Business

14.1 Noise Report - Roger Needham Building

The noise complaints in the RNB concern a few servers, one of which is owned by the Department, belonging to Rika Antonova's group. No action on the Department is currently pending (Rika has already implemented software workarounds to reduce the noise from her server, which has improved things but not completely removed the problem). The safety procedures required for access to the server are to be communicated and handled by the UIS, but as a line manager MS will also make sure the IT team members are aware of them.

A concern for the future is the fact that our server won't be able to stay in the RNB indefinitely, and at some point we will have to address the issue of noise when looking for a new location for it.

14.2 Increasing server noise (GN09)

As per a [recent safety newsletter](#) – we as a department are obligated to explicitly document noise-related risks and implement applicable controls.

DG has suggested to start with a new risk assessment, as noise wasn't taken account in any previous ones.

The RA should be followed with a formal noise level assessment. Help from MS will be required at that stage, as we need to determine the noise level on average as well as during one of the 'spikes', which can be quite spontaneous on occasion.

We should consider acoustic insulation for the server room, even though in our case it is more of a nuisance concern rather than safety one for GN06 users. In addition, it might be an accessibility concern – so further action might depend on what we do with Old Library, GN06, in the future (under review by Building and Environment Committee).

DG to discuss further with MS and CS.

Action: CS, MS, DG

15. Date of Next Meeting

June 23rd has been agreed as a provisional date for the next H&S meeting and committee members will be contacted a week in advance to discuss if the meeting is needed. If the committee decides that it can be skipped, the following H&S meeting will take place in Michaelmas 2026, date TBC.