

Department of Computing **Health & Safety Committee Meeting**

Date of Meeting:
Place of Meeting:
Notes by:

Wednesday 1 November 2006 at 12:00
Studio A, Huxley.
Bridget Gundry

Attendees:

Anne O'Neill (AON)
Geoff Bruce (GNB)
Danny Sharpe (DLS)
Bridget Gundry (BG)
Simon Tagg (ST)
Peter Schreiber (PS)
Peter Coetzee (PC)
Henry Fisher (HF)

Role

Chairperson
Safety Officer/ Amicus Representative
Manual Handling
Secretary to the Committee
First Aid Co-ordinator
Building Manager for Blackett, Huxley
First Year Student Representative
Third Year Student Representative

1. Apologies

Nick Chorley

Eddy Kavanagh (ETK)
Margaret Cunningham (MRC)

Role

MSc Computer Science Student
Representative
Electrical Testing Manager
Disabilities Officer (Students)

AGENDA

1. Apologies
2. Previous minutes
3. First Aid
4. Fire information
5. Display Screen Equipment
6. Electrical testing
7. Building works
8. Manual Handling
9. Accidents reported
10. Disability
11. General Building Issues
12. AOB
13. Date of Next Meeting

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	Description	Action
<u>2.</u>	<u>Previous minutes</u> Received, read and approved by all.	
<u>3.</u>	<u>First Aid</u>	
3.1	ST advised that recently he had emailed all of the Computing staff and students to encourage them to go on the forthcoming Life Savers and First Aiders Courses. There had been a good response to his email and GNB as Safety Officer intended to book the staff/students on the next course subject to availability. The next two courses were due to be held on the 11 th January and 8 th February 2007.	Comment
	ST had also emailed all existing staff who have been trained, who now need to take a refresher course (annually). These staff were advised when the next course was available and asked to advise their availability. PS advised that he had not been on a refresher course however he wasn't sure if he should go via Estates or Computing. PS will get back to ST if he wishes to go via Computing.	PS
	AON advised that we had been commended for how we run Health and Safety within the department	
	AON asked GNB to prepare a spreadsheet of those staff who are qualified and when their refresher course is due so that we know when they need to be chased in the future.	
3.2	BG has prepared signs which advises our qualified First Aiders and Life Savers which are to be placed on all floors adjacent to the lifts. AON has asked BG to make some minor changes to the signs before they are put up. "Post Meeting Comment" The changes have been made and the signs have been put up.	BG
3.3	GNB and ST attended a First Aid in Practice Meeting and some new information regarding CPR has been released which GNB will send out to staff.	GNB
3.4	First aid boxes are located on each floor of our building. AON proposed that the boxes are checked monthly by those responsible for them and that used items are reported back to ST. ST can then order the relevant items and restock the boxes twice a year	Comment

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<u>4.</u>	<u>Fire Information</u>	
4.1	PS advised that the fire evacuation plans are required to be displayed within Huxley. PS is in the process of arranging these plans.	Comment
4.2	PS stated that following the last few fire drills he had been given a list of actions that need to be resolved with Peter Seal. AON offered to meet with Peter to discuss them if it would helpful. PS suggested that first year students receive emergency evacuation training as part of their induction. GNB advised that this is currently being done.	Comment
4.3	PS advised that as part of the new procedures the plan is to introduce fire wardens who can help to evacuate the building and disperse people to prevent them from all gathering right outside the Level 2 exit on Queens Gate. The training of these wardens should be done centrally and not from within the department.	Comment
4.4	AON asked if this point could be left on from the previous meeting. PS stated that Physics have paid for maglocks on some of their new doors. The maglocks open and close the doors automatically in the event of a fire. PS has passed these costs to AON for information in case AON is interested in ordering maglocks for the doors in Computing. The project budget for the door stopping does not include the cost of maglocks. Currently there is no funding for these maglocks.	Comment
	AON thought there may be problems in summer with the air flow following the fitting of these new doors and AON would like to be able to review the situation at the end of summer.	Comment
<u>5.</u>	<u>DSE (Display Screen Equipment)</u>	
5.1	A need for a general survey of Display Screen Equipment was recognised and will be carried out by GNB. GNB will email AON this directly when ready. AON asked GNB to start logging any requests made with regards to DSE. To date GNB has received two calls requesting assistance (spectacles). AON advised that if the calls are logged then we can easily identify if any budget should be used to purchase any equipment/items requested.	GNB
5.2	Students affected by RSI may already be using specific software, which will be investigated by GNB.	GNB
5.3	In order to reduce cases of RSI it was agreed that GNB would a) send out the relevant information obtained from the College Health and Safety Unit and b) identify and investigate those at risk. It was also suggested that certain machines in the student labs could be designated for RSI software if needed.	GNB

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5.	DSE (Display Screen Equipment)	
5.4	GNB advised that he had given a health and safety talk to all new students. Peter Coetzee (PC) advised the talk had provided useful information for anyone who was disabled and might need additional support. GNB mentioned he rarely receives any feedback from the UG students regarding his talk so AON suggested the student representatives present should email the students explaining who is relevant contact should they require extra support.	Comment
6.	<u>Electrical Testing</u>	
6.1	DLS advised that electrical testing had taken place on Level 5 a couple of months prior however the testing had had to stop as the labels had finished. The labels have to be specially printed and DLS has already placed an order for new labels. Once the labels arrive the testing will resume. DLS agreed to email AON once testing was completed.	DLS
6.2	After Tim Barnes departure, who was responsible for role of electrical testing for PC's and laptops it was decided that GNB, ST, Niranjana Jayasundera (Jay) and Tim Southerwood should all receive training in this job. They were all booked on a course on 8 th September 2006 at the IET which they all attended. Following their training all PC's and laptops are tested by these staff before they are passed over for use. The results are stored on a database kept by CSG.	Comment
6.3	This point has been left on from the previous meeting - ETK agreed to email all in Computing to advise them that if they bring in any electrical equipment of their own, they need to let him know so that he can also test their items (for eg. heaters, laptops etc..)	ETK
7.	<u>Building Works</u>	
7.1	Room 344 has now been refurbished and includes having partitions installed so that it can either be used as one large room or four smaller rooms. AON asked that signs are put up in the room explaining that only DLS is permitted to move the partitions. Ann Halford has now put these signs up with DLS contact details.	Comment
7.2	The air ventilation in Lecture Theatre's 144/145 continues to be a problem. AON would like to refurbish these lecture's theatre if funding can be made available to do so.	Comment
7.3	In a previous meeting, AON asked PS to try to find out if it would be possible to relocate the cleaners office (currently on Level 4) to either Level 0/1. PS agreed to speak to Alastair Haig and get back to AON about his response.	PS

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<u>8.</u>	<u>Manual Handling</u>	
8.1	GNB advised that staff who use ladders as part of their duties will now need to attend a half day training course. All the ladders to be used will need to be tested and tagged. Only the trained staff will have access to the registered ladders in the future. GNB to get details of course and BG agreed to send it out to staff.	GNB/BG
8.2	AON has ordered a water cooler for the Student Common Room. Students are not permitted to change these bottles themselves and signs will be put up asking them to either ETK/DLS to change the bottles.	Comment
<u>9.</u>	<u>Accidents Reported</u>	
9.1	GNB reported that there had been no accidents since the last meeting.	Comment
<u>10.</u>	<u>Disability</u>	
10.1	GNB advised that a student who was previously visually impaired is now registered blind and has resumed his studies. This student has been in contact with GNB to advise his requirements and GNB is helping to arrange these for him.	Comment
<u>11.</u>	<u>General Building Issues</u>	
11.1	AON advised that a bid has been made to secure funding to update the toilets within the Huxley Building. A feasibility study is being carried out regarding this project at present.	Comment
11.2	PA advised that College has recently introduced various changes to the security/reception services. CCTV may be introduced in area's where there is no longer any cover.	Comment
11.3	PS stated that Level 3 has been upgraded in conjunction with new fire regulations. One of the changes will be that students will only be to put up notices on the notice boards (with permission) and not on the walls as they sometimes do at present.	Comment
<u>12.</u>	<u>Any other business</u>	
12.1	AON advised that she is on the Disaster Recovery Committee and the College are planning how they will evacuate the College in the event of any emergency. The current plans include each department having their own "battle box" which will contain essential items necessary to continue business off campus.	Comment
12.2	AON reminded everyone that no bicycles are allowed inside the building. There are various signs up reminding people about this arrangement.	Comment
<u>13.</u>	<u>Date of next meeting</u>	
13.1	The next meeting will be held on Wednesday 7 March 2007 at 12:00 in Room 217.	