

Department of Computing
Health & Safety Committee Meeting

Date of Meeting: **15 December 2004** at 13:00
Place of Meeting: Room 217, Huxley.
Notes by: Bridget Gundry

Present:

Anne O'Neill	Chairperson
Geoff Bruce	Safety Officer/ Amicus Representative
Danny Sharpe	Manual Handling
Bridget Gundry	Secretary to the Committee
Tim Barnes	Electrical Safety Officer
Eddie Kavanagh	Electrical Testing Manager
Simon Tagg	First Aid Co-ordinator
Janice Lonsdale	Unison Representative
Peter Schreiber	Building Manager for Blakett, Huxley

Apologies:

Margaret Cunningham Disability Officer

AGENDA

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

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1. Previous minutes

Received, read and approved by all.

2. First Aid

ST advised he now has 8 members of staff who have volunteered to do that life savers course. AON suggested we aim to have around 2 qualified staff per floor.

ST agreed to email AON the list of dates available and if more volunteers are needed he will also email staff asking for extra staff.

Action : ST

ST confirmed he is in the process of checking all the first aid boxes.

Action: ST

Once we have sufficient qualified First Aiders and Life Savers, GNB will place information on all floors adjacent to the lifts within the department advising who/where our fully qualified First Aiders and Life Savers are situated and their contact details.

Action : GNB

3. Fire Information

PS advised that the feedback he had received from the Fire Officer (Peter Seal) was that evacuation test held in October 2004 had gone well and that the building had been evacuated within average time. AON asked if all feedback could also be sent directly to her in future so she is kept aware of any adjustments that may be made to the evacuation procedures before they are changed.

Action : PS

Tests on alarms/sounders will continue to take place every Friday.

PS advised that there are future plans for fire stopping to be installed from Level 2 to Level 5. The work will include fire doors being replaced and upgraded. A survey is currently being carried out and no dates have been fixed for the work. PS advised that this work will be very noisy so they will aim to do the work very early in the morning, and out of hours.

4. DSE (Display Screen Equipment)

A need for a general survey of Display Screen Equipment was recognised and will be carried out by GNB by the end of January 2005.

Action: GNB

Students affected by RSI may already be using specific software, which will be investigated by GNB.

Action:GNB

In order to reduce RSI it was agreed that GNB would a) send out the relevant information and b) identify and investigate those at risk.

Action: GNB

It was also suggested that certain machines in the student labs could be designated for RSI software.

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5. Electrical Testing

ETK advised that electrical testing is continually being done within the department and the results are recorded on a database. ETK advised the use of a laptop for this purpose as this would make recording the details much quicker as it can be done then and there. AON agreed and will arrange for ETK to receive a laptop.

DLS agreed to forward a copy of the database to BG to keep in the H & S file.

Action : DLS/BG/AON

DLS is currently being trained by TJB on how to carry out electrical testing on computers.

Action: TJB, DLS

AON advised that the department is investigating service level agreements with the Faculty. The agreement will provide a list of agreed service levels.

6. Building Works

PS advised that the next project due to start in January 2005 is to remove the current condensers situated on the undercroft and replace them with new condensers. The new condensers will be situated back in the roundhouse in the previous position of the condensers. ETK advised that certain equipment that needed to be replaced before the works can commence was scheduled for 20/12/04. AON asked PS to send BG a copy of the works schedule so that BG can forward this onto all those currently affected by the condensers so that they know works are being carried out to correct the over heating caused the condensers.

Action : PS/BG

AON also advised that WP Building will begin a refurbishment programme in February 2005 once funding has been secured however before WP can commence, Room 418 will need to be adjusted to accommodate the WP staff/students.

AON will also be re-submitting a previous request to refurbish 144/145 as there is lack of ventilation in the two lecture theatre's however, it is unlikely the work will be done until 2006. AON agreed to provide a previous report/survey carried out on the two rooms to PS.

Action : AON

7. Manual Handling

Nothing to report.

8. Accidents Reported

There have been 2 minor reported accidents and have been filed with Occupational Health Office with no-one being hurt in either accident. One of the accidents happened when the window in 217 was being opened and it broke. This is being repaired. The other occurred in October 2004 when a laptop in 342 caught fire due to an electrical fault.

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9. Disability

AON asked BG to print out a copy of the DDA from Spectrum and keep this in the H & S File for reference. **Action : BG**

10. General Building Issues

PS advised that College Notices have now been put up within the building advising everyone that no-one is permitted to bring their bicycles inside the building to store whilst they are on campus. The notices also provide information on where the bikes can be safely stored. PS wished to have it noted that someone is continuing to bring their bicycle into the building to store it and if necessary AON will speak to them about this issue.

11. Date of next meeting

Wednesday 9 February 2005 at 12:00 in Room 418