

Department of Computing Health & Safety Committee Meeting

Date of Meeting: **Wednesday 4th March 2009 at 14:30**
Place of Meeting: Room 218
Notes by: Bridget Gundry

Attendees:

Steve Ingram (RSI)
Margaret Cunningham (MRC)

Bridget Gundry (BG)
Eddy Kavanagh (ETK)
Peter Schreiber (PS)
Ian Gillett (IG)
Geoff Bruce (GNB)

Robert Kopaczyk (RK)

Role

Chairperson
Departmental Safety Officer/
Disabilities Officer (Students)
Secretary to the Committee
Electrical Testing Manager
Building Manager for Blakett, Huxley
Safety Director
Display Screen Equipment Assessor /
Amicus Representative
2nd year Student Representative

1. Apologies

Ali Asghar (AA)
Danny Sharpe (DLS)

Role

MSc Advanced Computing Representative
Manual Handling

AGENDA

1. Apologies
2. Previous minutes
3. First Aid
4. Fire Safety 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

Department of Computing
Health & Safety Committee Meeting (4/3/09)

	Description	Action
<u>2.</u>	<u>Previous minutes</u> Received and read by all.	
<u>3.</u>	<u>First Aid</u>	
3.1	MRC advised that Simon Tagg had resigned as the First Aid Co-ordinator. It was agreed that we need to try and get a replacement for this post. RSI agreed to speak to Anne about how this should be done. IG advised that it can be an admin person and doesn't have to be a trained first aider. MRC wasn't sure if it's a voluntary post or if AON assigns it to someone.	RSI
3.2	ETK confirmed that the H & S notice boards suggested for the front and back entrances to the labs have now been put up. There are also a further two boards on Level 4.	Comment
<u>4.</u>	<u>Fire Safety Information</u>	
4.1	PS advised that there had been no planned fire drill held this term as they are normally only planned for the start of the new term (October). PS advised that people have expressed an interest in having another meeting to remind building users of the procedure. MRC stated that due to the forthcoming exams another fire drill would be complicated. PS stated that there is a Building Users Group Meeting tomorrow and one of the points to be discussed is whether to have any further planned fire drills. IG advised that the dates can be co-ordinated with the exams. RSI advised that the summer term (week 7) would be the best time if another fire drill is to take place.	Comment
4.2	PS stated there is a new website for fire safety at : http://www3.imperial.ac.uk/facilitiesmanagement/firesafety	Comment

Department of Computing
Health & Safety Committee Meeting (4/3/09)

	Description	Action
4. 4.3	<p>Fire Safety Information</p> <p>The issue of fire wardens was also discussed.</p> <p>PS gave MRC a booklet on Fire Wardens Training. PS said that fire wardens are useful and added benefit. ETK advised that the fire wardens are all unofficial at the moment.</p> <p>IG advised that Fire Safety no longer falls within his remit anymore. IG thinks that fire wardens should not be volunteers but rather that it is a default for anyone who is responsible for others for eg the lecturer giving a lecture would ensure the students exited the building in the event of a fire. IG thinks that we should move away from the special nature of it and consider it more from a geographical point of view. Anyone in the furthest office would simply knock on the doors of all the office on their way out. IG advised that the Rector's message on fire safety is all follows :</p> <p>“Fire safety is everyone's responsibility. All staff, students, contractors and visitors are required to follow established procedures and cooperate with appointed College staff in order to achieve the highest standards of fire safety.”</p> <p>PS proposed that the fire wardens are issued with fluorescent jackets to wear to help to identify them as fire wardens during drills and evacuation.</p> <p>It was agreed that ETK & DLS are the chief Fire Wardens for Computing because they co-ordinate the fire drills and give feedback.</p> <p>RSI asked if we need to send out an email to staff advising their responsibility in the event of a fire. IG stated that JNM is ultimately responsible for who he assigns but that not everyone is a fire warden more that it is everyone's responsibility.</p>	Comment
4.4	<p>ETK advised that a few days prior to a planned fire drill, he would normally ask who in CSG can help monitor the numbers. These helpers stand with clickers by the exit counting people. No-one is nominated he just asks for volunteers and normally there isn't a problem getting staff to cover this.</p>	Comment

Department of Computing
Health & Safety Committee Meeting (4/3/09)

<u>5.</u>	Description <u>DSE (Display Screen Equipment)</u>	Action
5.1	<p>The issue of RSI was raised. In previous meetings we have discussed GNB installing Work Rave onto the PC's in the labs, but this has not yet been done. Work Rave can be downloaded free of charge and it's a program that assists in the recovery and prevention of RSI by forcing the users to take breaks. A poll was sent out to students last year to ask for their feedback on installing it. The feedback received from students was that most agreed that if it could be turned off no-one had a problem with it being installed but no-one wanted it forced on them as they thought it could be too annoying to work with if they were trying to program. GNB confirmed there is a job number with the helpdesk to have this installed. GNB is talking to platform managers about the installation. RSI stated that Work Rave needs to be a user basis not PC basis. RSI agreed to put this point on the next Academic Committee Meeting.</p>	GNB
<u>6.</u>	<u>Electrical Testing</u>	
6.1	ETK is continuing the electrical testing within the department and it is all currently up to date.	Comment
6.2	ETK advised that he had recently received an email from MRC regarding Schuko plugs. The email mentioned that three incidents have taken place at other universities regarding these plugs. ETK confirmed that Computing do not have/use any Schuko plugs however adaptors can be a problem if visitors bring external (especially foreign) one's into the building for their use. MRC will send out an email to remind users that all plug-ins should be tested prior to use.	MRC
<u>7.</u>	<u>Building Works</u>	
7.1	PS confirmed that a supply of drinking water has now been installed in the building. All water coolers have been removed.	Comment
7.2	PS advised that the current lifts works (front) have now been completed. The North lifts (7/8) are planned for 2009/2010 however the work is planned to take place in the evening and not during the day. The original plan was to do one lift at a time however it was found that they could not be turned off in this way and both lifts will have to be closed at the same time.	Comment

Department of Computing
Health & Safety Committee Meeting (4/3/09)

<u>7.</u>	<u>Building Works</u>	
7.3	PS advised that some standard maintenance needs to take place in the Labs on the filters. Normally this work takes place over the week-ends however due to recent financial cutbacks the works will now have to take place during the week. PS will liaise with ETK regarding when the works can be planned. RSI reminded PS about the exams due to take place from 27/4/09 – 12/5/09.	Comment
<u>8.</u>	<u>Manual Handling</u>	
8.1	In previous meeting ladders were discussed. 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 trained staff should have access to the registered ladders. ST has attended this training course and ETK/DLS need to attend this course. ETK also wants certain students to go on this course. In a previous meeting CW advised that the next training course at SK is due to be held in Autumn 2008 and that the Scaffag system is now back up and running. ETK/DLS went on-line and booked themselves onto it however the course was then cancelled. There is no new course currently available.	ETK/DLS
<u>9.</u>	<u>Accidents Reported</u>	
9.1	There had been a near miss recently when a member of staff was closing their office door. The clock above the door fell off and missed her. ETK has now secured the clock.	Comment
<u>10.</u>	<u>Disability</u>	
10.1	MRC advised that we currently have no seriously disabled students due to start in the next academic year.	Comment
<u>11.</u>	<u>General Building Issues</u>	
11.1	Nothing to report.	Comment
<u>12.</u>	<u>Any other business</u>	
12.1	Nothing was raised.	Comment
<u>13.</u>	<u>Date of next meetings</u>	
13.1	The next meeting will be held on Wednesday 10 th June 2009 at 14:30 in Room 217 The next meeting that follows this will be on Wednesday 18 th November 2009 at 14:30.	