

## Department of Computing Health & Safety Committee Meeting

Date of Meeting: 9 February 2005 at 12:00  
Place of Meeting: Room 418, Huxley.  
Notes by: Bridget Gundry

### Attendees:

Anne O'Neill (AON)  
Geoff Bruce (GNB)  
Danny Sharpe (DLS)  
Eddy Kavanagh (ETK)  
Bridget Gundry (BG)  
Tim Barnes (TJB)  
Simon Tagg (ST)  
Janice Lonsdale (JLL)  
Peter Schreiber (PS)  
Margaret Cunningham (MRC)

### Role

Chairperson  
Safety Officer/ Amicus Representative  
Manual Handling  
Electrical Testing Manager  
Secretary to the Committee  
Electrical Safety Officer  
First Aid Co-ordinator  
Unison Representative  
Building Manager for Blackett, Huxley

### **1. Apologies**

Jack Tang  
Tom Elliott

### Role

Third Year Rep  
Main Computing Rep

## **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

**Department of Computing**  
**Health & Safety Committee Meeting (9/2/05)**

	<b>Description</b>	<b>Action</b>
<b><u>1.</u></b>	<b><u>Previous minutes</u></b> Received, read and approved by all.	
<b><u>2.</u></b>	<b><u>First Aid</u></b>	
2.1	ST has emailed AON the list of dates available for the life savers courses. There is one course each month. ST will try to source staff to volunteer to do the course and agreed to send an email to "doc-staff"	ST
2.2	ST has undertaken the task of checking all the first aid boxes and will identify their location and nearest First Aider for GNB.	ST
2.3	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.	GNB
<b><u>3.</u></b>	<b><u>Fire Information</u></b>	
3.1	PS advised that there had been an unplanned evacuation triggered by a fire alarm in Huxley and that there had been a number of problems. PS will send the feedback from this evacuation to AON and ETK.	PS
3.2	PS advised that the fire stopping refurbishment had started on Monday 7/2/05. This work will involve fire doors being replaced and upgraded between levels 2 to 5. PS has arranged for the noisy work to be done very early in the morning. As the project finish date is not until 16 May 05, PS agreed to ensure no noise will be made whilst exams are on.	Comment
	BG to get a copy of the computing timetable from Steve Ingram and Maths timetable from Chris Sisson to pass onto PS.	BG
	"Post-Meeting Comment" As PS is currently away, BG has passed this information directly onto the foreman dealing with this work.	
<b><u>4.</u></b>	<b><u>DSE (Display Screen Equipment)</u></b>	
4.1	A need for a general survey of Display Screen Equipment was recognised and will be carried out by GNB by the end of April 2005. GNB will email AON this directly when ready.	GNB
4.2	Students affected by RSI may already be using specific software, which will be investigated by GNB.	GNB
4.3	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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<b><u>5.</u></b>	<b><u>Electrical Testing</u></b>	
5.1	ETK advised that all electrical testing is currently up to date for the moment. This is an on-going procedure and the results are recorded on a database.	Comment
	AON asked DLS to send BG the latest list.	DLS
<b><u>6.</u></b>	<b><u>Building Works</u></b>	
6.1	PS stated that we have the revised programme for the condenser work being carried in the roundhouse. AON explained that Rooms 303/304 and 347/348 have been particularly affected by the increased temperature and AON would like the work finished as soon as possible. PS agreed to keep an eye on the work and report to LR/ETK. PS & ETK had already met with Peter Chub to discuss the programme with a view to having it completed on time. “Post Meeting Comment” On 10/3/05, AON emailed all doc-staff advising the works in the round house have now been completed and the problem of noise and heat should now be resolved. Estates also carried out a survey after completion to ensure this is the case.	PS
6.2	AON explained that planning round process is due to begin. Last year, for budgetary reasons the department was asked to remove the refurbishment of LT 144/145 from the plan and may be asked to do so again. AON thinks this may only be scheduled to take place in 2007/2008. PS offered to add a monitoring brief to keep an eye on the temperature/ventilation in the room. LT 144/145 is also difficult to access for wheelchair users and visually impaired students also have problems in this room. AON was keen to have PS carry out this monitoring.	Comment
6.3	AON explained that another refurbishment project currently being planned is the refurbishment of Level 3 (including the E-Science Area) in the William Penney Building. Before this work can commence all the existing staff/students will need to be relocated to the Huxley Building before the works can commence. The work is due to be finished by the beginning of September 2005. Once completed, John Darlington’s group will relocate to the refurbished area freeing up some space on Level 3. Room 418 is also being refurbished as part of this programme and the decanted WP students will then move into Room 418.	Comment
<b><u>7.</u></b>	<b><u>Manual Handling</u></b>	
7.1	DLS stated it would be a good idea to have staff from CSG trained on manual handling and ST has already discussed going on the course with DLS. DLS will identify staff who would benefit from the course and discuss with them.	Comment

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<b><u>8.</u></b>	<b><u>Accidents Reported</u></b>	
8.1	No accidents have been reported in the period 15/12/04 to 8/2/05.	Comment
<b><u>9.</u></b>	<b><u>Disability</u></b>	
9.1	BG confirmed that a copy of the DDA from Spectrum has been printed out and filed in the H & S File for reference.	Comment
9.2	MRC explained that the DDA Part III which came into effect on 1 <sup>st</sup> October 2004, raises different issues for staff and students. For staff it was mainly their physical access into all area's whereas students could also need study support. This act is now coming into force in the university. MS advised there was a student at the moment who needed extra support as he is nearly blind. The student had put in a request for extra equipment and was still awaiting this. AON asked ST to discuss this with her later in the day to accelerate the request.	Comment  ST/AON
<b><u>10.</u></b>	<b><u>General Building Issues</u></b>	
10.1	PS handed AON a brochure from TANA Water who provide water dispensers. TANA Water dispensers are connected directly to the main water supply. The water is filtered and chilled. AON would like see how Maths get on with their planned TANA installation before making a decision.	Comment
10.2	PS explained that work would shortly be done on the steps to the left of the Clore Lecture Theatre. White marking strips would be added to provide a clearer definition.	Comment
10.3	ETK mentioned that every week he checks the status of the chairs in LT's 144/145 and patches them up with black gaffa tape. It wasn't worth paying to have their repaired due to the cost and it would be better to wait until Faculty approve the costs to have the room refurbished. TB enquired if there was any asbestos in the tiles and ETK said there wasn't. PS agreed to give GNB a copy of the asbestos report undertaken by Paul Lewis on these 2 rooms.	PS
<b><u>11.</u></b>	<b><u>Date of next meeting</u></b>	
11.1	The next meeting will be held on the 15 <sup>th</sup> June 2005 at 12:00 In Room 217.	