

SHE Assure Software

- (iii) that in excess of 15 software systems had been considered to potentially replace the current SHE system due for renewal in July. Following trials it had been decided to remain with SHE software as none of the other options offered any significant improvement to the functionality of the system. further to considerable re-configuration and streamlining. The SHE suppliers had agreed to provide extensive discussion and software demonstrations and considerable re-configuration and streamlining of the system as implemented at Harper Adams. Representatives from each department would receive training so they could train other staff/students.

Vehicle Checks

- (iv) that following a recent review of vehicle check sheets A new trailer has been purchased. EO reminded the Committee of the importance of these sheets;

Health & Safety Forum

- (v) that the Forum meets every 6 weeks to discussing general Health & Safety issues and to share best practice from within HAU from engagement with other universities;

Inspection Audits

- (vi) that the inspection schedule is on track. CEB reiterated the open invitation from any member of the Committee or the H & S Forum to accompany EO on any audit inspection;

Training

- (vii) that EO had delivered 150 sessions of staff training had been delivered in the last 12 months;
- (viii) that there was a need to identify further fire wardens. All managers were asked to encourage further volunteers. The training provides a nationally recognised certificate lasting for the duration of three years. **ALL**

IOSH- Managing Safely- Institute Of Safety and Health

- (ix) that several dates in 2017 were available for internal and external delegates to attend the IOSH course;
- (x) that EO has been asked to deliver the course to 14 senior members of staff at University of Reading during the summer of 2017.

RAU

- (xi) that EO and CEB had visited RAU following a request for an informal report and recommendations.

Occupational Health

- Noted: (xii) that in conjunction with HR arrangements have been made

for regular and additional Occupational Health Surveillance to be delivered for employees in specific risk areas. Details would be forwarded shortly to relevant departments;

- (xiii) that an entry in the Weekly Diary to raise staff awareness of importance of reporting near-misses will be Sent to Allsion Haycox. **EO**

- Agreed: (i) that the need to nominate 'Super users' of SHE would be raised at University Executive meeting on 13 June; **CEB**

16/26 Report by the Radiological Safety Officer

Received: a report from the Radiological Safety Officer, Dr Ivan Grove

- Noted:
- (i) that confirmation has been received of the University's surrender of our sealed source licence from the EA. The material has been transferred to a final approved deposit site, therefore releasing HAU from any further liability;
 - (ii) that one of the gas chromatographs has been moved to a new location in the main laboratories. Regular checks confirm that seals are intact and these are tested every twelve months for leaks;
 - (iii) that the surrender of our sealed source licence has now been accepted by the EA and, therefore, any purchases of equipment which contain sealed radioactive sources would require a new licence application.

16/27 Report by the Biological Safety Officer

Received: a report from the Biological Safety Officer, Dr Lynn McIntyre.

- Noted:
- (i) that there were no genetically modified organisms to report;
 - (ii) that no Category 2 microbiology work was conducted in this period;
 - (iii) that *Burkholderia glumae* had been cultured to produce toxoflavin ;
 - (iv) that Category 2 work is being undertaken by an MSc student, Laura Drury, who has been investigating the effect of different readily fermentable carbohydrates on fibre degradation within the rumen;
 - (v) that Cat 2 lab inductions (received from Victoria Talbot/ Tom Leigh) included:
 - Laura Drury (MSc student, Jim Huntington)
 - Vasil Pirgozliev (staff)
 - Katarzyna Dybal (Technician, Simon Edwards)
 - Isobel Whiting (postdoc)
 - Sylwia Sobolewska (visiting student, Vasil Pirgozliev)
 - Ana Natalio (PhD student, Simon Jeffery)

- Tharangani Herath (staff)
- Jade Woodland (HRP student, Tharangani Herath)
- Dolores Wu (HRP student, Lynn McIntyre)
- Gemma Bakewell (HRP student, Jayne Powles/Tom Leigh)
- Samina Ashiq (PhD student, Simon Edwards)
- Charlotte Dabell (HRP student)
- Maria Hull (PhD student, Simon Jeffrey)

(vi) that D1 activities (reported by Trisha Toop) included;

11/04/16- ongoing: Marie Kirby- Series of small scale biomethane potential experiments assessing pyrolysis water. Biological agents- unpasteurised sludge from the anaerobic digester of Shrewsbury sewage works used as inoculum on small quantities up to 50ml.

01/09/16- ongoing: Matt Reilly- Running semi-continuous 20L anaerobic digester rigs (x4) on a predefined fresh food mix for the production of digestate to be used for electrocoagulation. Biological agents- unpasteurised sludge from the anaerobic digester of Shrewsbury sewage works used as inoculum, 20 L in each vessel. Samples of digestate produced from the food waste digesters used for electrocoagulation.

23/02/17 to 30/03/17- Trisha Toop, Matt Reilly, Ben Bull, Co-supervised by John Reade HRP small scale biomethane potential experiment assessing the effect of anaerobic digestion on blackgrass seed germination. Biological agents- unpasteurised sludge from the anaerobic digester of Shrewsbury sewage works used as inoculum on small quantities up to 50ml.

27/02/17 to 29/02/17 Trisha Toop, Marie Kirby, Charlotte Dabell- HRP small scale biomethane potential experiment assessing the effect of ensiling macro-algae on anaerobic digestion. Biological agents- unpasteurised sludge from the anaerobic digester of Shrewsbury sewage works as inoculum on small quantities up to 50ml.

02/05/17- ongoing-Britany Richardson, Jim Huntington- Semi-continuous 10L anaerobic digester rigs (x7) on a maize and pig slurry mix. Biological agents- unpasteurised sludge from the anaerobic digester of local farm used as inoculum, 10L in each vessel.

(vii) that all arrangements for maintaining stocks of fungal isolates have been reviewed following a visit by the Plant Health and Seed Inspectorate on 27 April. No major issues were raised;

(viii) that the Committee wished to thank Dr McIntyre for all her support and contribution in the BSO role. A new BSO will be appointed with effect from 1 September 2017.

Agreed:

that ongoing research was taking place into the possibility of external consultants providing training for the BSO role to a number of relevant staff. An update would be provided at next meeting.

PRM

16/28 **Report by the Soil Importation Licence Manager**

Received: a report from the Soil Importation Licence Manager, Dr Victoria Talbot

- Noted:
- (i) that no changes had taken place since the March report;
 - (ii) that there had been no further importations or destruction of Soil since the last report;
 - (iii) that of the 4.6kg soil originally imported from Zambia for Joseph Martlew's project, 2.6kg of soil still remains and is stored in the designated fridge. It is likely that this would need to be retained until after his *viva voce* and publication of his results.

16/29 **Report by the Laser Safety Officer**

Received: a report from the Laser Safety, Mr Sam Wane

- Noted:
- (i) that the laser (Class 4, 50W, 1980 nm) is continuing to be used in field trials at G's in Cambridgeshire;
 - (ii) that the system is interlocked and complies with EN60825;
 - (iii) that it has risk assessed and now comes under G; s H&S;
 - (iv) that trials are continuing every two weeks and the experiments are proving very successful in the field;
 - (v) that there have been no reported incidents of burns, laser radiation, fumigation or combustion.

16/30 **Report by the UAV/Drone Safety Officer**

Received: an oral report from the UAV/Drone Safety Officer, Dr Ianto Guy

- Noted:
- (i) that no incidents have been reported;
 - (ii) that Ariel Motion Pictures have been commissioned to write the necessary SOP;

Agreed (i) that EO would speak with LP regarding clarification of risk assessment for the use of drones on the BASIS course; **EO**

- (ii) that the SOP is to be communicated to all staff via an entry in the Weekly Dairy. The article should also raise awareness of IGGs role.

LM

16/31 **Items raised by the UCU Health and Safety Representative**

Received: an oral report from the UCU Health and Safety Representative on any matters raised by UCU members not covered elsewhere on the agenda

- Noted:
- (i) that VT would extend the invitation to accompany EO on H & S audits to UCU members; **VT**
 - (ii) that following further discussions with staff, suitable alternative hotel accommodation in Beijing was being sought.

16/32 **Any Other Business**

Received: (i) **Monitoring Staff Sickness**

an oral report from Louise Rogers on arrangements for reporting/monitoring staff sickness absence and ensuring follow up actions are undertaken by the University where required

- Noted:
- (i) that trends and trigger points in staff sickness absence were being analysed and shared confidentially with managers of relevant individual staff however, data protection implications prevent the statistics being made widely available as numbers of staff in each category tend to be low and thus individuals could easily be identified and their sensitive personal data shared with others.
 - (ii) that HR continue work in conjunction with EO and Telford Occupational Health. The latter provide professional surveillance and advice on occupational health matters at both nurse and doctor levels with monthly onsite visits as well as appointments in Telford For more urgent cases or where staff preferred to meet off campus.

(ii) **Agri-Epi building**

- Noted:
- (i) that the building does not belong to HAU, and, therefore, the H & S responsibility lies with Agri-Epi. EO, LF, PM, CEB have worked with Agri-Epi colleagues to help them consider how to put structures into place as a wide variety of HAU staff will be using the building and therefore the University was keen to understand the arrangements. A H & S consultant was providing professional and independent advice to Agri-Epi.
 - (ii) that a stakeholder meeting is planned on 30th June with formal opening to take place in autumn 2017.
 - (iii) that Security need to be aware of PhD students working out of hours. The need for sign in books is to be considered for all relevant buildings **DH/EO**

16/33. **Dates of next Meeting**

12 October 2017