

**HARPER ADAMS UNIVERSITY**  
**Health and Safety Committee**

Minutes of the Health and Safety Committee held on 1 March 2018 at 0930 in the Boardroom

Present: Mrs Kate Baker (Chair)  
Mrs Helen Armitage  
Mrs Rebecca Hayhurst  
Mrs Lavinia Moroz-Hale  
Mr Thomas Leigh  
Mrs Grace Milburn  
Mr David Nuttall  
Mrs Emma Osbourne  
Mrs Beverley Partridge  
Mrs Lisa Plant  
Mrs Victoria Talbot

Apologies: Dr Catherine Baxter  
Dr Ivan Grove  
Dr Ianto Guy  
Dr Moira Harris  
Dr Lynn McIntyre  
Professor Peter Mills  
Mrs Michelle Pryce  
Ms Carrie de Silva  
Mr Sam Wane

17/13 **Minutes**

Approved: the minutes of the meeting of the Health and Safety Committee held on 12 October 2017 (17/01-17/12)

17/14 **Matters Arising**

Noted: (i) that Thomas Leigh was to attend rescheduled BSO training in March;  
(ii) that posters detailing first aid provision after 5pm had been placed in visible points around campus and details had also been included in the Weekly Diary.

17/15 **Risk Management**

Noted: (i) that new risk assessment software had been implemented and was in use;  
(ii) that business continuity and emergency response arrangements in the event of a major disaster were in place;  
(iii) that H1N1 procedures were in place;  
(iv) that project management procedures were being regularly reviewed for compliance with CCDM regulations.

17/16 **Report by the Health and Safety Officer**

Received: a report from the Health and Safety Officer, Mrs Emma Osbourne, including accidents and near misses.

Noted:

### **Accidents and Incidents**

- (i) that there had been several incidents since the last meeting all of a minor nature;

### **Occupational Health Surveillance**

- (ii) that surveillance is ongoing to staff who are exposed to significant risks in the workplace with CERC, Estates, Porters and the Grounds Departments already completed;

### **Vehicle Checks**

- (iii) that all monthly vehicle check sheets had now been received and continued to be completed;
- (vi) that an audit system was now in place whereby two departments check each other's daily checks;

### **Health & Safety Forum**

- (v) that recent topics discussed have included SHE software, incidents, risk assessments and fieldwork;

### **Inspection Audits**

- (vi) that the Inspection Audit schedule remains ongoing;
- (vii) that members of the Forum and the Health & Safety Committee were welcome to accompany Emma Osbourne on her audits;

### **Policies & Forms**

- (viii) that the Display Screen Equipment (DSE) questionnaire and the Personal Emergency Evacuation Plan (PEEP) had recently been updated;

### **USHA update**

- (ix) that the latest newsletter and annual report from the Universities Safety and Health Association had been released which detailed three overarching themes of leading, Enabling and Guiding as its main objectives;

### **DSE assessments**

- (x) that these remained ongoing and had proved to be a benefit to those involved;

### **SHE system**

- (xi) that the Health & Safety team had recently undergone training in use of the new system and further training would be rolled out to staff shortly;
- (xii) that departments had been asked to nominate a Super user to be trained to assist staff completing their risk assessments.

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

Noted: (i) that there were no incidents to report;

- (ii) that the regular leak test checks carried out in October showed no evidence of contamination.

#### 18/17 Report by the Biological Safety Officer

Received: a report from the interim Biological Safety Officer, Tom Leigh.

- Noted:
- (i) that there were no GMO activities to report;
  - (ii) that PML Containment 2 activities had been carried out by Lynn McIntyre and Jim Huntington;
  - (iii) that D1 activities included previously reported work by Andrew Cooley, Tom Brett and Matt Reilly;
  - (iv) that there were no activities to report for plant pathogens held under licence;
  - (v) that Thomas Leigh was due to attend the ISTR Biosafety Practitioner course on 19/3/18.

#### 19/17 Report by the Soil Importation Licence Manager

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

Noted: **Imports**

- (i) that no changes had taken place since the June report;
- (ii) that 4.6kg of soil originally imported from Zambia for Joseph Martlew's project remained in the designated fridge until after his *Viva voce*. Victoria Talbot would check dates;  
**VT**
- (iii) that two further projects supervised by Paula Misciewicz would involve the importation of soils from Zambia;

#### **Licensing**

- (i) that the tri-annual inspection of the APHA was carried out on 1 February 2018;
- (ii) that a number of updates had been made to the SOP for the Receipt, storing and handling of DEFRA licenced materials.

#### 20/17 Report by the Laser Safety Officer

Received: an oral report from the Laser Safety, Mr Sam Wane

- Noted:
- (i) that the new laser diode system (Class 4, 2W, 680nm) is currently being used by the sole trained operator PhD student, Lou Wright;
  - (ii) that the LED system is covered under laser safety code EN6025 and BS62471;
  - (iii) that the system has been risk assessed according to the safety standards;
  - (iv) that the LED is capable of burning (tested) and is treated with the same precaution as the laser.

## 21/17 Report by the UAV/Drone Safety Office

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

- Noted:
- (i) that no incidents had been reported;
  - (ii) that nets would be used to segregate the Soil Hall for multiple use to mitigate the risk of uncontrolled fly-away.

## 22/17 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 feedback from the recent Stress Risk training sessions had been mixed. The background and need for the training had been explained in the morning session and was well received . Unfortunately this helpful clarification was not provided in the the afternoon session and some staff had been less clear about the purpose of the session. Catherine Baxter would discuss with HR and ensure a further session is provided and that all future sessions provide the correct information. Emma Osbourne was to provide feedback to the trainer and request further dates; **CEB/ EO**
  - ii) that Victoria Talbot had offered to assist with the above training as the UCU representative and would discuss this with the new HR Manager. **VT**

## 23/17 Any Other Business

- Noted:
- (i) that the Foulkes Crowther lift was unsuitable for providing catering on the first floor and would be investigated by Emma Osbourne. **EO**

### **Post meeting note**

- that following discussions with Catering and the Laboratory staff it had been decided that bottled water and plastic cups would be permissible for use in the first floor rooms with the cups to be transported in sealed containers to protect from any possible contamination. It had also been agreed that hot drinks and food would be served on the ground floor.***
- (ii) that the Engineering Department had recently changed its method of recording daily vehicle checks. Checkpoints were situated in the workshop, soil and machinery halls. Vehicles were to be checked using individual sheets as opposed to books to be returned to the checkpoints before the vehicle is used. It was felt this would provide a quicker and easier way to collect and archive the monthly data to ensure all data is captured.

24/17 **Date of Next Meeting** 31 May 2018