

Health and Safety Committee

Minutes of the Health and Safety Committee held on 31 May 2018 at 1000 in the Boardroom

Present: Dr Catherine Baxter (Chair) Mrs Emma Osbourne
Mrs Helen Armishaw Mrs Beverley Partridge
Dr Ianto Guy Mr Chris Ruffley
Dr Moira Harris Dr Victoria Talbot
Mr Thomas Leigh Mr Matthew Thorpe
Miss Lynn McIntyre Mr Sam Wane
Miss Grace Milburn
Mrs Lavinia Moroz-Hale

Apologies: Dr Ivan Grove
Mr David Nuttall
Professor Peter Mills
Mrs Lisa Plant
Mrs Michelle Pryce
Miss Louise Rogers

17/25 Minutes

Approved: the minutes of the meeting of the Health and Safety Committee held on 1 March 2018 (17/13-17/24)

17/26 Matters Arising

Noted: (i) that there had been no updates on the Zambian soil requirements;
(ii) that thanks were noted to Simon Edwards and Victoria Talbot who had met with Dawn Crowther to discuss feedback on the stress tool training session run by ACAS. Further briefings were not in hand.

17/27 Risk Management

Noted: (i) that there had been a positive improvement in engagement from staff in highlighting near misses so that further mitigation could be put in place. A specific area was minor small animal bites sustained by students handling animals in the small animals unit;
(ii) that health surveillance continues to be an on-going process with base-line assessments in place for certain roles.

17/28 Report by the Health and Safety Officer

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

Noted: Accidents and Incidents

(i) that several incidents and accidents had been reported since the last meeting in March. Staff were regularly reminded to report hazards to enable them to be investigated and this

appeared to be improving the awareness of the need to report and seek guidance to prevent further injuries; Incidents of minor bites from small animals was a focus for vet nursing students and staff, who were aware of the risks and actions needed to try and minimise these risks;

- (ii) that 3 RIDDOR reportable incidents had occurred since the beginning of 2018 which had been reported in accordance with the HSE & RIDDOR regulations. Follow up actions were in hand, including discussing with staff activities they may be undertaking outwith of the work place related to hand on vibration issues and other hand related diseases. One incident had been a fracture which related to an incident when handling an animal. Appropriate follow-up action had taken place in all cases

Occupational Health Surveillance

- (iii) that surveillance remains ongoing to staff who are exposed to significant risks in the workplace. The medicals consist of screening for lung function, musculoskeletal changes, hearing loss, hand arm vibration symptoms, skin tests and a general medical questionnaire. Staff exposed to particularly significant risks in the workplace have attended occupational health screening sessions. Any issues are to be followed with visits to the OH Physician for more detailed investigations.

Vehicle Checks

- (iv) that monthly company vehicle check sheets continue to be requested to monitor daily and/or sporadic usage and it was noted that all departments were currently up to date submitting their monthly returns and thanks were expressed to all;

Health & Safety Forum

- (v) that general campus and local issues are regularly discussed such as SHE software, risk assessments and training requirements.

Policies and Forms

- (vi) that in line with the new GDPR regulations HAU have drawn up a statement for for use alongside the accident and incident forms so that persons giving their details will be aware of our data storage and use policy.

DSE assessments

- (vii) that these were ongoing and proving to be of great benefit to those individuals concerned;

Biological Safety Committee

- (viii) that the new Biological Safety Officer and Laboratories Manager had drawn up some Terms of Reference to create a Biological Safety Committee which would meet once or twice a year;

Activities and Risk

- (xv) that there has been considerable work and assistance given on H & S advice and risk assessments for various activities taking place on and off campus, including Field to Fork, Field trips, Summer Schools and other general activities;

Managing Stress in the Workplace

- (x) that further briefings had been delivered following initial sessions delivered by ACAS in January as noted earlier in the agenda;

Agreed: to recommend to Finance and General Purposes Committee and subject to the latter's approval, to the Board of Governors, the terms of reference for a Biological Safety Committee **SV**

17/29 Report by the Radiological Safety Officer

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

- Noted:
- (i) that there were no incidents to report;
 - (ii) that regular leak tests checks were due to take place in October;
 - (iii) that following the cessation of the use of the probe the report was no longer deemed to be confidential;

17/30 Report by the Biological Safety Officer

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

- Noted:
- (i) that two undergraduate classes had been delivered involving Containment 1 type cultures with all bacteria being destroyed by autoclave after each class;
 - (ii) that plans were being discussed to extend the PML containment lab into S26;
 - (iii) that D1 activities (reported by Michael Theodorou) included: ongoing previously reported work by Andrew Cooley, Marie Kirby, James Davies, Tom Brett, Waseem Mizra and Matt Reilly;
 - (iv) that all foreign isolates of Fusarium and Microdochium species held on our Pathogen Licence had been destroyed;
 - (v) that autoclave sterilised blood vacutainers are now to be disposed of as 'offensive waste';

17/31 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;

17/32 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) has been used for the last six months by the sole trained operator PhD student Lou Wright;
 - (ii) that no changes had been made since the last report in March.

Agreed: that the that the Health and Safety officer would put a note in weekly diary to remind all staff that Mr Wane was a point of advice and guidance for any staff who needed to work with lasers **EO**

17/33 **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 new guidance had been issued and Dr Guy would be reviewing that and would report back at the next meeting; **IG**
- (iii) that it was noted that the new guidance suggested that anybody procuring a drone operator was responsible for ensuring the operator had the correct licence;

Agreed: that the Health & Safety Officer would remind all staff via the Weekly Diary not to book external drone operators without seeking advice from her and Dr Guy well in advance of the proposed sessions: **EO**

(ii) that new regulations had been issued which placed the responsibility for checking drone operator licences on anyone purchasing the services of such an operator. While it was noted that the University had advised staff not to book external drone operators to undertake demonstrations on University premises or land without a through discussion with Dr Guy and his colleagues, it would be useful to remind all staff of this through weekly diary and to refer any queries to Dr Guy. DR Guy would update members on the new guidance at the next meeting and any actions he had taken to address it.

Agreed: that the Health and Safety officer would put a note in weekly diary as noted above.

17/34 **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: that there were no further issues to raise on this occasion

17/35 **Any Other Business**

Noted:

- (i) that insurance queries regarding contingent liability in the disposal of hazardous waste need to be clarified. A sub-group would meet over the summer period to discuss matters further: **LMH/HAVT**

- (ii) that the role of the Biosafety Officer within the GM Safety & Ethics Committee needed to be clarified as well as the role around GM safety matters; **CEB**

Post meeting note- the Terms of Reference for the GM Safety and Ethics Committee confirm That the Committee looks after both GM Safety and Ethics and that the Biological Safety Officer is a member. The Terms of Reference have been circulated to relevant members for their information. The Committee only meets as and when required and has not met in recent years..

17/36 **Dates of Next Meeting**

11 October 2018