

18/04 Report by the Health and Safety Officer

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

Health & Safety Staff

Noted: (i) that the Health & Safety Administrator post had now been filled and the new post holder, Annette Pascal, would commence at the end of October;

Accidents and Incidents

(i) that there had been very few accidents reported and no near misses since the last meeting in May;

(ii) that staff are regularly reminded to report hazards as investigations into the incidents can only begin when we know about it. Communications are through email, newsletter and new staff inductions. In addition, information has been verbally communicated in various staff departmental meetings and student inductions during September;

RIDDOR

(iii) that there have been 4 RIDDOR reports since the beginning of 2018;

Occupational Health Surveillance

(iv) that the Occupational Health Surveillance is ongoing and now organised into a regular rolling programme;

Vehicle Checks

(v) that daily checks are ongoing within all departments with monthly checks being all up to date;

Health & Safety Forum

(vi) that the forum continued to meet every 6 weeks to discuss and share local issues;

Inspection Audits

(vii) that recent work had been carried out with the BSO in CL2 labs. Plans were now underway to refurbish the previously known Entomology Lab. In the meantime a clean-up of D1 has taken place for the area to be used as a temporary storage space;

Policies and Forms

(viii) that the DSE policy is currently undergoing some minor changes;

(ix) that a Health & Safety Policy to support the Health & Safety Statement has been agreed by Governors. This clearly outlines the responsibilities of various levels of staff from Governors down to Students and includes details of health & safety responsibilities and the persons accountable. This will be made available on the Portal under Health & Safety.

DSE assessments

(x) that there were a large number of DSE assessments to be carried out over the coming weeks due to new staff commencing post. These were ongoing and proved to be of great benefit to those individuals concerned.

Activities and Risk	(xi)	that there had been an increase in staff training in the recent months in the following areas: Fire Warden, Evac Chair and SHE assessments.
Mental Health First Aid	(xii)	that following a successful half day taster workshop on Mental health First Aid, the University now has 14 fully trained staff as Mental Health Advisors.
Engineering- Drone Officer	(xiii)	that following the departure of Ianto Guy Jonathan Gill was to be the Drone Officer and Mark Vickers would take on the role of H & S Officer representing the Engineering Department.
UCEA news	(xiv)	that the Universities & Colleges Employers Association have announced their 2018/19 Programme of Work which would continue to focus on three priority themes; assisting HEI's in achieving effective employment practice and employee relations, supporting HEI's in taking forward recruitment, reward and recognition strategies and supporting movement towards sustainable solutions to HE employers' future pensions provision.

18/05 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 confirmed that the seals are intact;

18/06 Report by the Biological Safety Officer

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

- Noted:
- (i) that there had been no GMO work to report;
 - (ii) that S26 had been refurbished and re-classified as CL2 compliant;
 - (iii) that D1 activities included previously reported work by Andrew Cooley, Matt Reilly, Waseem Mizra, Marie Kirby, Simon Jeffery and Tom Leigh;
 - (iv) that following an inspection, various health & safety issues had been highlighted in D1. Remedial work had been carried out and a follow-up inspection was due w/c 8 October 2018.

18/07 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;

18/08 Report by the Laser Safety Officer

Received: an 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 May.

18/09 Report by the UAV/Drone Safety Officer

Received: an oral report on behalf of the UAV/Drone Safety Officer, Jonathan Gill

- Noted:
- (i) that no incidents have been reported;
 - (ii) that recreational use of drones on campus was prohibited unless the user was in possession of the required permissions from the Health & safety Officer and the Drone safety Officer. A new on-line request form was to be created to upload RA's and pilot's license together with an overview of the operational plan for consideration to permission to be granted.

18/10 Items raised by the UCU Health and Safety Representative

Noted: that there were no further issues to raise on this occasion

18/11 Any Other Business

Noted: that the Health & Safety Officer was to meet with Oaklands to discuss the recent issue with flies on the south side of campus.8

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..

18/12 Dates of Next Meeting

7 March 2019