

Health and Safety Committee

Minutes of the Health and Safety Committee held on 7 March 2019 at 1000 in M31.

Present:	Dr Catherine Baxter	Mr Mark Vickers
	Mrs Emma Osbourne	Mr Sam Wane
	Mrs Lavinia Moroz-Hale	Mr Jonathan Gill
	Mrs Michelle Pryce	Mrs Helen Armishaw
	Mrs Lisa Plant	Mr David Nuttall
	Dr Grace Milburn	Ms Louise Rogers
	Mrs Rebecca Payne	Dr Victoria Talbot
	Mr Tom Leigh	Dr Lynne McIntyre
	Mrs Rebecca Payne	

Apologies:	Prof Peter Mills	Ms Carrie De Silva
	Dr Ivan Grove	Mr Clive Wells

18/13 **Minutes**

Approved: the minutes of the meeting of the Health and Safety Committee held on 17 October 2019 (18/01-18/12)

18/14 **Matters Arising**

Noted: that the issue of flies originating from the Oaklands building had been resolved. The building had now been deep cleaned by contractors and the use handed back to HAU to be used as a storage area.

18/15 **Risk Management**

Noted:

- (i) that good engagement continued from staff reporting accidents and near misses;
- (ii) that training for the use of the new stress assessment tool for managers had been completed;
- (iii) that training for the Farm, CERC, Engineering and Animals staff with the assistance of the NFU had taken place on 'What makes a good farm';
- (iv) that plans for a refresher session for the Emergency Response Team were in place;
- (v) that project management procedures compliant with CCDM regulations continued to be regularly reviewed.

18/16 **Report by the Health and Safety Officer**

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

Accidents and Incidents

Noted:

- (i) that accidents and near misses issues continued to be reported although near miss reporting was slightly lower.

However, the Health & Safety Officer was aware that some issues were being addressed through maintenance reporting and via the incident reporting system. Mrs Emma Osborne would remind staff using these systems to include her in the reporting so as near misses could be captured; **EO**

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| RIDDOR | (ii) | that there have been 5 RIDDOR reports in 2018 and none so far in 2019; |
| Inspection Audits | (iii) | that the Inspection Audit schedule had been revised for the next 4 years with more departments being added; |
| | (iv) | that plans and quotes were being put together for an alternative laboratory for work currently taking place in D1. |
| Occupational Health Surveillance | (v) | that the Occupational Health Surveillance is ongoing and now organised into a regular rolling programme; |
| Vehicle Checks | (vi) | that daily and monthly checks are ongoing within all departments, however, some departments were not up to date with their quarterly checks which were due at the end of February and these were being chased; |
| Health & Safety Forum | (vii) | that the forum continued to meet every 6 weeks to discuss and share local issues; |
| Policies and Forms | (viii) | that the Eye care Policy had been updated to reflect the higher eye test costs; |
| | (ix) | that the Fieldwork Policy had been reviewed and updated following recent USHA guideline updates; |
| | (x) | that the Dogs on Campus Policy was currently under review following a number of student requests to bring pets onto campus; |
| Activities and Risk | (xi) | that the IOSH course continued to be popular with HAU staff gaining valuable training; |
| | (xii) | that a web link was now available for those wishing to carry out drone flights. Any work undertaken by contractors will also need to submit their requests. |
| USHA news | (xii) | that new guideline had been produced by the USHA and can be found on www.usha.org.uk |

18/17 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;

18/18 Report by the Biological Safety Officer

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

- Noted:
- (i) that there had been no GMO work to report;
 - (ii) that Containment 2 lab activities continued with work by Jim Huntington and Sherif Kandil;
 - (iii) that 6 students were accessing the laboratories for HRP projects;
 - (iv) that Andrew Cooley, Matt Reilly, Waseem Mizra and Marie Kirby continued with D1 activities;
 - (v) that the Plant Pathogen license had lapsed but there was currently no work continuing at this point;
 - (vi) that the follow up inspection of D1 had taken place and the most urgent concerns had been addressed;
 - (vii) that the Biological Safety Committee was due to have its initial meeting on 8/3/19.

18/19 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;

18/20 Report by the Laser Safety Officer

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

Noted: that no changes had been made since the last report in May.

18/21 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 Debbie Heeks had developed a new Drone Policy which was to be approved by the Health & Safety Officer and uploaded to the website; **JG**

18/22 Items raised by the UCU Health and Safety Representative

- Noted:
- (i) that queries regarding the new Employee Assistance Programme had been addressed by Andy Allen;
 - (ii) that the possibility of a zebra crossing for the Vet School was to be Raised with the Highways Agency and their advice to be followed. **JC**

18/11 Any Other Business

Noted: that the Committee were asked to complete and return the review of Governing Body Effectiveness forms for the Health & Safety Committee. **ALL**

18/12 Dates of Next Meeting

30 May 2019