

HARPER ADAMS UNIVERSITY

Health and Safety Committee

Minutes of the Health and Safety Committee held on 17 October 2019 at 1400 in M30.

Present:	Dr Catherine Baxter Mrs Emma Osbourne Mrs Helen Armishaw Ms Annette Pascall Mr Sam Wane Mrs Michelle Pryce Ms Louise Rogers	Mr Mark Vickers Mrs Lavinia Moroz-Hale Dr Grace Milburn Mr Matthew Thorpe Mr Tom Leigh Mrs Rebecca Payne
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Apologies:	Prof Peter Mills Dr Victoria Talbot Mrs Lisa Plant	Ms Carrie De Silva Mr Jonathan Gill Dr Lynn McIntyre
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19/01 Minutes

Approved: the minutes of the meeting of the Health and Safety Committee held on 30 May 2019 (18/25-18/36)

19/02 Matters Arising

Noted: that the Drone Policy had been amended and recirculated.

19/03 Risk Management

Noted:

- (i) that Business Continuity and Emergency Response arrangements are in place;
- (ii) that H1N1 procedures are in place;
- (iii) that project management procedures are compliant with CCDM regulations and are reviewed regularly during major contracts.

19/04 Report by the Health and Safety Officer

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

Accidents and Incidents

Noted:

- (i) that accidents and near misses issues continued to be reported;

RIDDOR (ii) that there had been 1 RIDDOR report in 2019 to date;

First Aid (iii) that new First Aid signs had been displayed around campus providing a single telephone number to call to request a first aider.

Inspection Audits (iv) that Inspection Audits were ongoing according to the schedule;

	(v)	that the Animals Department had allocated £60k for the refurbishment of D1;
Insurance Inspections	(vi)	that regular six-monthly inspections by the insurers take place to ensure that equipment, machinery and vehicles are compliant with legislation;
Vehicle Checks	(vii)	that daily and monthly checks were ongoing with reminders issued as necessary;
Health & Safety Forum	(viii)	that the forum continued to meet every 6 weeks to discuss and share local issues;
Policies and Forms	(ix)	that all policies, procedures and forms continue to be uploaded on the Portal;
Activities and Risk	(x)	that the IOSH course continued to be popular with HAU staff gaining valuable training;
Radiological Safety Officer	(xi)	that as we no longer have a radiological source on campus there is no longer a need for this position. Thanks were expressed to Dr Ivan Grove for his time managing this work in recent years;
Lithium Batteries	(xii)	lithium batteries are stored in a flammable cupboard as per HSE recommendations;
USHA news	(xiii)	that UCEA members are invited to participate in their annual sickness absence in HE benchmarking exercise. Findings will be made available on the UCEA website in December;

19/05 **Report by the Biological Safety Officer**

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

Noted:

- (i) that Containment 2 lab activities continued;
- (ii) that 4 students were accessing the laboratories for HRP & MRP projects;
- (iii) that Marie Kirby continued with D1 activities;
- (iv) that the Plant Pathogen license had lapsed but there was currently no work continuing at this point;
- (v) that plans were under discussion regarding the conversion of AL2 into CL2 AD labs;

19/06 **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;

19/07 Report by the Laser Safety Officer

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

Noted:

- (i) that the laser diode system is continuing to be used by the sole trained operator, PhD student Louise Wright;
- (iii) that the system had been inspected for safety and there were no changes to report;

19/08 Report by the UAV/Drone Safety Officer

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

Noted:

- (i) that the new Drone Policy had been completed as noted above;
- (ii) that no incidents had been reported;

19/09 Items raised by the UCU Health and Safety Representative

Noted:

- (i) that a member had suggested additional training on the use of the Hypostop emergency injection might be useful. It was confirmed by members that 999 should be referred to in an emergency situation as it was unwise to administer an injection unless the person prescribed the medication was able to administer it or request another person to do so. If anyone was unconscious 999 should be called as a staff member or first aider would not be able to identify the cause of a faint or similar state of unconsciousness and should not administer any medication to an unconscious person without professional consent;
- (ii) that a member had raised the possibility of medical alerts being available on CELCAT to ensure all teaching staff were aware of students with any specific medical conditions. It was confirmed that any special needs are reported to first aiders and relevant staff and including any medical information on CELCAT would cause privacy issues. First Aiders would assist and 999 would be contacted as required should anyone on campus need assistance. Students with known medical conditions are advised to explain their needs to friends or 'buddies' as well as staff, but may not choose to do so. Other students may not share their medical condition, so when anyone becomes unwell first aid and if necessary 999 should be the response. Students were also able to speak to staff or fellow students to request help, but if unconscious, 999 should be called in all events;
- (iii) that 80 hi-vis vests had been purchased and were available for loan through the Health & Safety Office. Any further vests for regular use should be purchased via departments;

19/10 Any Other Business

Noted: that the University's Driving for Business Policy was to be communicated to all staff via the Weekly Diary and staff reminded that mileage claims for business use in a staff members own car would not be paid unless appropriate insurance was provided.

HA/LF

19/11 Dates of Next Meeting

5 March 2020