

HARPER ADAMS UNIVERSITY

Health and Safety Committee

Minutes of the Health and Safety Committee held on 5 March 2020 at 1400 in the Temperton Room.

Present: Dr Catherine Baxter Mr Mark Vickers
 Mrs Emma Osbourne Mrs Lavinia Moroz-Hale
 Mrs Helen Armishaw Mr David Nuttall
 Ms Annette Pascall Dr Victoria Talbot
 Mr Tom Leigh Mrs Lisa Plant
 Mrs Michelle Pryce Mr Jonathan Gill

Apologies: Prof Peter Mills Ms Carrie De Silva
 Dr Grace Milburn Mrs Rebecca Payne
 Dr Lynn McIntyre Mr Sam Wane

19/12 Minutes

Approved: the minutes of the meeting of the Health and Safety Committee held on 17 October 2020 (19/01-19/11)

19/13 Matters Arising

Noted: that the updated Driving for Business Policy had been circulated via the Newsletter.

19/14 Risk Management

Noted: (i) that Business Continuity and Emergency Response arrangements are in place;

 (ii) that H1N1 procedures remain in place;

 (iii) that COVID-19 would be discussed later on the agenda.

19/15 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 2020 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;

Insurance Inspections (v) that regular six-monthly inspections by the insurers take place to ensure that equipment, machinery and vehicles are compliant with legislation;

Vehicle Checks (vi) that daily and monthly checks were ongoing with reminders issued as necessary;

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| Health & Safety Forum | (vii) | that the forum continued to meet every 6 weeks to discuss and share local issues; |
| Policies and Forms | (viii) | that all policies, procedures and forms continue to be uploaded on the Portal with the Lone Worker and Snow and Ice/Cold Weather Policies having been updated; |
| Activities and Risk | (ix) | that the IOSH course continued to be popular with HAU staff gaining valuable training; |
| | (x) | that an annual refresher first aid course had been organised In March and April as previously requested; |
| Communicable Diseases | (xi) | that the University had taken steps to notify staff via email and newsletter of the precautions being taken regarding the COVID-19 virus. The Communicable Disease Protocol has been followed with a number of departments working together on this matter. This work would continue; |
| Lone Working | (xii) | that in addition to following the Lone Working Policy and Procedures, it was recommended to all staff to download the 'What3words' app which may prove to be particularly useful for lone or remote field work; |
| USHA news | (xiii) | that UCEA had recommended Paul Verrico from Eversheds and Nigel Heaton from Human Applications as contacts for Leadership Training across Universities. The University had engaged Paul Verrico previously with respect to health & safety advice. |

19/16 **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 5 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;

19/17 **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;

19/18 **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;

19/19 Report by the UAV/Drone Safety Officer

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

Noted: (i) that an academic member of staff had recently qualified as a drone Pilot;

(ii) that insurance cover had been reduced from £1m – £5m.

19/20 Items raised by the UCU Health and Safety Representative

Noted: that thanks were expressed on behalf of the Union for the extra first aid sessions recently provided.

19/21 Any Other Business

Noted: that the University would continue to follow the advice of Public Health England (PHE) and the Government in relation to the COVID-19 virus and this would be communicated to staff by email, in the weekly Newsletter and via the web page and the Portal. The group overseeing contingency planning would continue to meet.

19/22 Dates of Next Meeting

28 May 2020