

HARPER ADAMS UNIVERSITY

Health and Safety Committee

Minutes of the Health and Safety Committee held on 15 October 2020 at 2.00 via MS Teams.

Present:

Dr Catherine Baxter (Chair)	Mr Sam Wane
Mrs Emma Osbourne	Mrs Helen Armishaw
Mr Joseph Blackshaw-Crosby	Ms Annette Pascall
Mr Tom Leigh	Mrs Lisa Plant
Mrs Michelle Pryce	Mr Jonathan Gill
Ms Carrie De Silva	Mr Mark Vickers
Mrs Rebecca Payne	Mr David Nuttall
Dr Lynn McIntyre	Dr Victoria Talbot

20/01 Minutes

Approved: the minutes of the meeting of the Health and Safety Committee held on 30 May 2020 (19/23-19/34)

20/02 Matters Arising

Noted:

- i) that inspection audits for vehicles have been completed by some departments where vehicles have been used but not all audit forms have been forwarded to H & S;
- ii) that Teams based sessions for the Health & Safety Forum had been planned with the last meeting taking place on 7 October 2020;
- iii) that the minimal changes to a number of policies had been agreed by members.

20/03 Risk Management

Received:

- i) a report from the University Secretary on risk areas monitored by the Committee
- ii) an oral report from the Chair on the University's current planning and response to the government's latest guidance on COVID-19.

Noted:

- i) that the University's Business Continuity Plan continued to be enacted in response to the COVID-19 situation. A COVID-19 Group had met regularly at least 2 or 3 times a week to monitor the situation and agree next steps. In addition to staff email updates, guidance published on the Portal and Learning Hub and staff briefing sessions, the Weekly Newsletter had also continued to update staff on the latest information and plans. All key documentation was made available on the staff portal and for students on the Learning Hub. Staff had also been provided with copies of student briefings to ensure they were aware of the contents when engaging with students.
- ii) that thanks were due to all staff who continued to adapt rapidly and positively to the new situation arising from the pandemic working from home or on campus as key workers and particularly to the Health & Safety Department during this exceptionally busy time;
- iii) that thanks were also due to all staff who had volunteered to act as Marshals around busy areas of campus. This had been very well received by students and positive feedback had been received. Two debrief sessions had taken place which proved

to be a useful exercise leading to suggestions and actions being put in place to improve the system;

- iv) that regular contact continued with the local Health Protection Hub.

20/04 **Report by the Health and Safety Officer**

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

COVID-19 Noted: that as noted above, significant work continued on ensuring risk assessments were completed for the updated control measures being put in place across campus and could be accessed on the Portal and the SHE system. Return to work kits had been issued to all staff. Signage displaying Government guidance had been placed in key areas across campus.

Accidents and Incidents

Noted: (i) that accidents and near misses issues continued to be reported, however, there had been very few since the beginning of lockdown in Mid-March 2020;

RIDDOR (ii) that there had been 3 RIDDOR reported during 2020;

Audits (iv) that Inspection Audits have been on hold since February, however, the Health & Safety Team had continued to support departments by updating risk assessments and procedure documentation;

Vehicle Checks (v) that all inspections carried out by the insurers on vehicles and machinery are given an inspection sheet. It is vitally important that any defects or concerns are dealt with immediately and vehicles with any defects should be placed out of use and the defect arranged to be fixed with immediate effect.

H & S Forum (vi) that the last meeting of the Forum was held in February 2020 with the next meeting taking place in October 2020. Despite the Forum not meeting, information received from the HSE on recent fatalities are still distributed to relevant departments as they are received.

Policies (vii) that no further policies or procedure documents for general HAU operations had been created or amended.

Activities and Training (viii) that two sessions of first aid training took place in September providing 13 additional trained members of staff.

Other News (ix) that it is imperative that during the pandemic as rules and governance change on a daily basis, that the H & S team and colleagues continue to keep up to date with the latest guidance and act on it appropriately.

20/05 **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 no students had accessed the laboratories for HRP & MRP projects;

- (iii) that Marie Kirby and team were moving to their new laboratory space and this would be inspected by TL and EO in due course;
- (iv) that the Plant Pathogen license had lapsed but there was currently no work continuing at this point. Thomas Leigh would reconfirm this with Simon Edwards; **TL**

20/06 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;
 - (iii) that of the 4.6kg soil originally imported from Zambia for Joseph Martlew's project, 2.6kg of soil still remains in storage in the designated fridge.

20/07 Report by the Laser Safety Officer

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

Noted: that the laser diode system would be decommissioned and stored as the PhD student using the laser had completed her work and had now submitted her PhD.

20/08 Report by the UAV/Drone Safety Officer

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

Noted: that a small number of requests from prospective licence holders had been received via the Portal link.

20/09 Items raised by the UCU Health and Safety Representative

Noted: that no significant issues had been raised.

20/10 Dates of Next Meeting

4 March 2021