

HARPER ADAMS UNIVERSITY

Health and Safety Committee

Minutes of the Health and Safety Committee held on 1 June 2017 at 0930 in the Boardroom

Present:	Dr Catherine Baxter (Chair) Mrs Emma Osbourne Dr Trisha Toop Mrs Beverley Partridge Mr Sam Wane Dr Victoria Talbot Dr Ianto Guy	Mrs Lavinia Moroz-Hale Miss Louise Rogers Professor Peter Mills Mr Matthew Thorpe Mrs Lisa Plant Dr Moira Harris
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Apologies:	Mr David Nuttall Mrs Michelle Pryce Dr Paul Hand	Dr Ivan Grove Miss Grace Smith
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16/22 **Minutes**

Approved: the minutes of the meeting of the Health and Safety Committee held on 2 March 2017 (16/11-16/21)

16/23 **Matters Arising**

Noted: (i) that the handwashing supplies in the laboratories were
Now adequate;

 (ii) that the other matters arising had all been fully addressed.

16/24 **Risk Management**

Received: a report from the

SHE Assure Software

- (iii) that in excess of 15 software systems had been considered to potentially replace the current SHE system due for renewal in July. Following trials it had been decided to remain with SHE software as none of the other options offered any significant improvement to the functionality of the system. further to considerable re-configuration and streamlining. The SHE suppliers had agreed to provide extensive discussion and software demonstrations and considerable re-configuration and streamlining of the system as implemented at Harper Adams. Representatives from each department would receive training so they could train other staff/students.

Vehicle Checks

- (iv) that following a recent review of vehicle check sheets A new trailer has been purchased. EO reminded the Committee of the importance of these sheets;

Health & Safety Forum

- (v) that the Forum meets every 6 weeks to discussing general Health & Safety issues and to share best practice from within HAU from engagement with other universities;

Inspection Audits

- (vi) that the inspection schedule is on track.
CEB reiterated the open invitation from any member of the Committee or the H & S Forum to accompany EO on any audit inspection;

Training

- (vii) that EO had delivered 150 sessions of staff training had been delivered in the last 12 months;
- (viii) that there was a need to identify further fire wardens. All managers were asked to encourage further volunteers. The training provides a nationally recognised certificate lasting for the duration of three years. **ALL**

IOSH- Managing Safely- Institute Of Safety and Health

- (ix) that several dates in 2017 were awarded 2.2ain 2llor n 2ore aw 2.li ther .2 (g f)-13

16/28 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 and is stored in the designated fridge. It is likely that this would need to be retained until after his *viva voce* and publication of his results.

16/29 Report by the Laser Safety Officer

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

Noted:

- (i) that the laser (Class 4, 50W, 1980 nm) is continuing to be used in field trials at G's in Cambridgeshire;
- (ii) that the system is interlocked and complies with EN60825;
- (iii) that it has risk assessed and now comes under G; s H&S;
- (iv) that trials are continuing every two weeks and the experiments are proving very successful in the field;
- (v) that there have been no reported incidents of burns, laser radiation, fumigation or combustion.

16/30 Report by the UAV/Drone Safety Officer

Received: an oral report from the UAV/Drone Safety Officer, Dr Ianto Guy

16/32 **Any Other Business**

Received: (i) **Monitoring Staff Sickness**

an oral report from Louise Rogers on arrangements for reporting/monitoring staff sickness absence and ensuring follow up actions are undertaken by the University where required

- Noted:
- (i) that trends and trigger points in staff sickness absence were being analysed and shared confidentially with managers of relevant individual staff however, data protection implications prevent the statistics being made widely available as numbers of staff in each category tend to be low and thus individuals could easily be identified and their sensitive personal data shared with others.
 - (ii) that HR continue work in conjunction with EO and Telford Occupational Health. The latter provide professional surveillance and advice on occupational health matters at both nurse and doctor levels with monthly onsite visits as well as appointments in Telford For more urgent cases or where staff preferred to meet off campus.

(ii) **Agri-Epi building**

- Noted:
- (i) that the building does not belong to HAU, and, therefore, the H & S responsibility lies with Agri-Epi. EO, LF, PM, CEB have worked with Agri-Epi colleagues to help them consider how to put structures into place as a wide variety of HAU staff will be using the building and therefore the University was keen to understand the arrangements. A H & S consultant was providing professional and independent advice to Agri-Epi.
 - (ii) that a stakeholder meeting is planned on 30th June with formal opening to take place in autumn 2017.
 - (iii) that Security need to be aware of PhD students working out of hours. The need for sign in books is to be considered for all relevant buildings
- DH/EO**

16/33. **Dates of next Meeting**

12 October 2017