

HARPER ADAMS UNIVERSITY
Health and Safety Committee

Minutes of the Health and Safety Committee held on 1 March 2018 at 0930 in the Boardroom

Present: Mrs Kate Baker (Chair)
Mrs Helen Armitage
Mrs Rebecca Hayhurst
Mrs Lavinia Moroz-Hale
Mr Thomas Leigh
Mrs Grace Milburn
Mr David Nuttall
Mrs Emma Osbourne
Mrs Beverley Partridge
Mrs Lisa Plant
Mrs Victoria Talbot

Apologies: Dr Catherine Baxter
Dr Ivan Grove
Dr Ianto Guy
Dr Moira Harris
Dr Lynn McIntyre
Professor Peter Mills
Mrs Michelle Pryce
Ms Carrie de Silva
Mr Sam Wane

Noted:

Accidents and Incidents

- (i) that there had been several incidents since the last meeting all of a minor nature;

Occupational Health Surveillance

- (ii) that surveillance is ongoing to staff who are exposed to significant risks in the workplace with CERC, Estates, Porters and the Grounds Departments already completed;

Vehicle Checks

- (iii) that all monthly vehicle check sheets had now been received and continued to be

- (ii) that the regular leak test checks carried out in October showed no evidence of contamination.

18/17 Report by the Biological Safety Officer

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

- Noted:
- (i) that there were no GMO activities to report;
 - (ii) that PML Containment 2 activities had been carried out by Lynn McIntyre and Jim Huntington;
 - (iii) that D1 activities included previously reported work by Andrew Cooley, Tom Brett and Matt Reilly;
 - (iv) that there were no activities to report for plant pathogens held under licence;
 - (v) that Thomas Leigh was due to attend the ISTR Biosafety Practitioner course on 19/3/18.

19/17 Report by the Soil Importation Licence Manager

Received: a report from the Soil Importation Licence Manager, Dr Victoria Talbot

Noted: **Imports**

- (i) that no changes had taken place since the June report;
- (ii) that 4.6kg of soil originally imported from Zambia for Joseph his Viva voce. Victoria Talbot would check dates;
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- (iii) that two further projects supervised by Paula Misciewicz would involve the importation of soils from Zambia;

Licensing

- (i) that the tri-annual inspection of the APHA was carried out on 1 February 2018;
- (ii) that a number of updates had been made to the SOP for the Receipt, storing and handling of DEFRA licenced materials.

20/17 Report by the Laser Safety Officer

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

- Noted:
- (i) that the new laser diode system (Class 4, 2W, 680nm) is currently being used by the sole trained operator PhD student, Lou Wright;
 - (ii) that the LED system is covered under laser safety code EN6025 and BS62471;
 - (iii) that the system has been risk assessed according to the safety standards;
 - (iv) that the LED is capable of burning (tested) and is treated with the same precaution as the laser.

21/17 Report by the UAV/Drone Safety Office

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

Noted:

- (i) that no incidents had been reported;
- (ii) that nets would be used to segregate the Soil Hall for multiple use to mitigate the risk of uncontrolled fly-away.

22/17 Items raised by the UCU Health and Safety Representative

Received: an oral report from the UCU Health and Safety Representative on any matters raised by UCU members not covered elsewhere on the agenda

Noted:

- (i) that feedback from the recent Stress Risk training sessions had been mixed. The background and need for the training had been explained in the morning session and was well received . Unfortunately this helpful clarification was not provided in the the afternoon session and some staff had been less clear about