

**HARPER ADAMS UNIVERSITY
Health and Safety Committee**

Item 13 (ii)

Minutes

Professor Peter Mills
Miss Grace Milburn
Mr David Nuttall
Dr Victoria Talbot

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becca Payne
Vickers
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Wane
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Approved: the minutes of the meeting of the Health and Safety Committee held
on 31 May 11on 111

- (ii) that the Health & safety Officer had put a note in the Weekly Diary reminding all staff that Mr ~~W~~he was a point of advice and guidance for any staff who needed to work with lasers;
- (iii) that new guidance had been issued and ~~Jonathan~~ ~~W~~ would Review and update at the meeting;
- (iv) that a meeting was to take place to discuss the updates and a verbal update would be provided at the meeting;
- (v) that insurance queries regarding contingent liability in the

Activities and Risk	(xi)	that there had been an increase in staff training in the recent months in the following areas: Fire Warden, Evac Chair and SHE assessments.
Mental Health First Aid	(xii)	that following a successful half day taster workshop on Mental health First Aid, the University now has 14 fully trained staff as Mental Health Advisors.
Engineering- Drone Officer	(xiii)	that following the departure of Ianto Guy Jonathan Gill was to be the Drone Officer and Mark Vickers would take on the role of H & S Officer representing the Engineering Department.
UCEA news	(xiv)	that the Universities & Colleges Employers Association have announced their 2018/19 Programme of Work which would continue to focus on three priority themes; assisting HEi's in achieving effective employment practice and employee relations, supporting HEI's in taking forward recruitment, reward and recognition strategies and supporting movement towards sustainable solutions to HE employers' future pensions provision.

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18/08 Report by the Laser Safety Officer

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

Noted:

- (i) that the new laser diode system (Class 4, 2W, 680nm) has been used for the last six months by the sole trained operator PhD student Lou Wright;
- (ii) that no changes had been made since the last report in May.

18/09 Report by the UAV/Drone Safety Officer

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

Noted:

- (i) that no incidents have been reported;
- (ii) that recrea()Tj-e 1.1 (;)TJ0 Tc 0 T 14 896 -0 h (e)-4.2p ea oseaha