

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;

