

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

