

Minutes of the Meeting of the Health and Safety Committee held on 27 October 2016

Present: Dr Catherine Baxter (Chair) Mrs Beverley Partridge
Mr Luis de Aguiar Mrs Lisa Plant
Dr Ianto Guy Dr Victoria Talbot
Dr Lynn McIntyre Mr Matthew Thorpe
Professor Peter Mills Dr Trisha Toop
Mrs Emma Osborne Mr Sam Wane

Apologies: Ms Carrie de Silva
Dr Ivan Grove

16/02

Received: a report on matters arising from the last meeting.

Noted:

- i) that a note had been added to the weekly newsletter reminding all supervisors that Customs and Excise regulations and procedures were in place governing the importation of foodstuffs, plants, fruits, vegetables, bulbs, seeds and similar items and that these regulations and procedures must be adhered to at all times;
- ii) that the issue of using mobile phones in areas such as laboratories, kitchens, the laundry and workshops had been addressed with the Mobile Phone Use policy now having been updated. No mobile phones were allowed in a number of these areas as listed above due to contamination risks and, if permitted, would be by the express permission of the departmental managers typically for one-off occasions.

16/03

Received:

16/04

Received: a report from the Health and Safety Officer, Mrs Emma Osborne, including accidents and near misses.

Accidents

xiii) that, currently,

16/05

Noted: i) that there were no incidents of 'excess radiation' exposure to 1.01 e.002 Tw 5.687 (

- v) that there were no activities to report on plant pathogens held under licence;
- vi) that Dr McIntyre had recently attended an Research Ethics meeting with staff from the Animals Department and the Chairman of the Research Ethics Committee, Dr Frank Vriesekoop, to discuss biological risks related to HRP activities. The discussions had revealed that Animals HRP students were submitting risk assessments as part of their academic work. However, these risk assessments were not reviewed or deposited in any centralised location such as SHE. An inconsistency between an ethics application and the HRP work being proposed was also discussed in relation to animal by-products;
- vii) that it was considered that it would be useful for Peter Mills to arrange for Frank Vriesekoop to attend academic department meetings to discuss the issues above in more detail and the Health and Safety Officer would work with colleagues to try to understand what advice/training would be required;
- viii) that arrangements for student use of mobile phones (for photography and other purposes) in microbiology laboratories are under discussion (BSO and Laboratories Manager).

16/07

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

- Noted:
- i) that there had been no further importations or destruction of soil since the last report;
 - ii) that of the 4.6 kg soil originally imported from Zambia for a research project, 2.6 kg of soil still remained and had been stored in the designated fridge;
 - iii) that the Laboratories had been notified earlier in the year that a new MPhil student would commence his studies in May. He would be based in Zambia and come to the University on an annual basis bringing more soils with him, although nothing further had been heard about this matter;
 - iv) that regarding licensing, the annual materials report had been sent to APHA as requested, in July 2016.

16/08

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Estates Department. Stringent checks would continue to be made on the contractor by the appropriate project manager.

16/10

Noted: that the next meeting would take place on 2 March 2017

16/11

Noted: e