

## HARPER ADAMS UNIVERSITY

### Health and Safety Committee

Minutes of the Meeting of the Health and Safety Committee held on 2 March 2017 at 0930 in the Boardroom

Present: Dr Catherine Baxter (Chair) Dr Victoria Talbot  
Dr Ianto Guy Mr Matthew Thorpe  
Dr Lynn McIntyre Dr Trisha Toop  
Professor Peter Mills Mr Sam Wane  
Mrs Emma Osborne Dr Moira Harris  
Mrs Beverley Partridge Mrs Ennis Vingoe  
Dr Paul Hand

Apologies: Ms Carrie de Silva Miss Louise Rogers  
Dr Ivan Grove Ms Grace Smith  
Mrs Lavinia Moroz-Hale Mr Clive Wells  
Mr David Nuttall Mrs Lisa Plant  
Mrs Michelle Pryce

#### 16/11 Minutes

Approved: the minutes of the meeting held on 27 October 2016 were agreed as a correct record.

#### 16/12 Matters Arising

Received: a report on matters arising since the last meeting of the Committee.

- Noted:
- i) that the University's insurers had suggested that the University should produce an updated accident reporting document to enhance its current system. As a result an appropriate policy document was now in place and was available to view on the University portal;
  - ii) that Dr Vrieskoop, as Chairman of the Research Ethics Committee, had attended several academic departmental meetings with respect to better co-ordination of research ethics application and proposed HRP work. The meetings had been extremely worthwhile;
  - iii) that further ways of capturing images of student work in the microbiology laboratories without risk of contamination would be investigated. The Laboratories Manager would liaise with other colleagues and would also include the IT team in any discussions.

VT

#### 16/13 Risk Management

Received: a report from the University Secretary on risk areas monitored by the Committee.

- Noted:
- i) that a small number of representatives from the Emergency Response team had assisted with recent power/water issues



### **Vehicle Checks**

- ix) that monthly vehicle check sheets were continuing to be requested from departments which use company vehicles to reassure management that vehicle checks were being carried regularly undertaken.

### **Health and Safety Forum**

- x) that the group was now meeting every six weeks to discuss general campus and local issues relating to health and safety. There had been good attendance mainly from support departments;
- xi) that information on the Health and Safety forum would be circulated in the weekly newsletter;

### **Inspection Audits**

- xii) that the health and safety inspection audit schedule was on track and departments would be subjected to a more rigorous audit using the HASMAP structure.

checks on seals. Radiation leak swabs for the GCs were analysed by Radman and radiation levels were found below detection so new safety certificates had been issued and passed to the laboratories to display by the machines. The GCs will be swabbed for leak tests by the RPO every twelve months and sent to Radman Associates for analysis on an 'as required' basis;

- iii) that the storage room which previously held the neutron probe was checked for contamination by RPA Radman Associates. No readings above the instrument background were recorded and the room therefore was considered free from radiological contamination;
- iv) that final dosimetry reports confirmed zero contamination of final badges. The service has now been discontinued as personal radiation monitoring is not required for the GCs;
- v) that there will be on-going monitoring of the nuclear sources within the GCs and Dr Grove will remain as the University's RPS until further notice. The RPS will continue to monitor the GCs, take leak test swabs as required and work with any staff for the procurement of equipment containing radioactive sources;
- vi) that thanks were expressed to Dr Grove for all his hard work involving the neutron probe over the last few years.

16/16 ~~all RPOs will email as to notcp-i plk~~



- ii) that, of the 4.6 kg soil originally imported from Zambia for Joseph Martlew's project, 2.6 kg of soil remained stored in the designated fridge. It is likely that this will need to be retained until after his viva voce or publication of his results;
- iii) that the University was notified earlier in 2016 that an MPhil student would be coming to HAU once a year bringing more soils with him. His supervisor had confirmed that he was unlikely to be bringing any soils back from Zambia;
- iv) that there would be merit in obtaining more soil samples in order to retain the University's current licence.

16/18

~~Redacted text~~

