

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 Mrs Emma Osbourne Mrs Helen Armishaw Ms Annette Pascall Mr Tom Leigh Mrs Michelle Pryce	Mr Mark Vickers Mrs Lavinia Moroz-Hale Mr David Nuttall Dr Victoria Talbot Mrs Lisa Plant Mr Jonathan Gill
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Apologies:	Prof Peter Mills Dr Grace Milburn Dr Lynn McIntyre	Ms Carrie De Silva Mrs Rebecca Payne Mr Sam Wane
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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;

