PPD SHE Management Committee – 7th May 2020 – Conducted via Zoom

**Present**: Dave Newbold (Chair & PPD Director), Maurits van der Grinten (PPD DSC), Steve Wollen (SHE group), Paul Scovell (Boulby), Tony Murphy (Health & Safety Manager, Boulby), Manny Olaiya (Building Fire Manager), Terry Cornford (Secretary)

**Apologies**: Garth Harris, Tim Durkin

First meeting of committee since Stephen Haywood retired, and first meeting for Tony Murphy from Boulby.

In future documents from meetings to be available in Sharepoint and Indico.

**Actions from Last Meeting 20 February 2020**

(Mentioned in the last meeting but not listed as an action – owners of flying desks to revisit DSE. Stephen Haywood may have actioned this. Unclear if desks have been taken home during the lockdown, so would be better to wait until we are working back in the office which may not be for quite a while.)

1. SJH Discuss with John Matheson **maintenance schedule** for machines in our Workshop**.**

*Done by John with help from Craig*

1. MvdG Find an **apprentice photographer** to take over on Safety Tour after Tim’s departure.

*MvdG to do – probably on return to work.*

1. SJH Ask John Matheson to participate in **Safety Tour**.

*Done*

1. SJH Ask Craig to update RAs for **Clean Room**.

*Craig will do now settled into R115*

1. MvdG Consider **Safety Code 33** on pressure & vacuum systems

*Done, and we are working in accordance with these codes*

Old Actions:

Julie Consider how to reduce missing training (eg by June setting up training 3-months before people expire).  *SW confirmed not yet done as Julie has been too busy, however he will check with her. DN mentioned recent example of someone lone working on site who had been questioned by Security who did not seem to be sure of the policy. Needs to be confirmed as inevitably there will be some lone working in the future.*

**Matters Arising**

* Particle emissions in workshop equipment – John and Craig to follow up.
* Safety Tour – took place 6th March. There have also been safety audits. Details in MvdG slides.
* Covid 19 and return to work:

A taskforce has been created within PPD to consider return to work. Relevant RAs and Work

Statements will be added to existing policies.

PPE – should PPD be sourcing? Does PPD have existing PPE available that would be of use? Will RAL be sourcing? DN reported on Covid meeting earlier today when this was discussed. Will probably be a site-wide action. Paul from Boulby asked not to be forgotten when ordering equipment. Tony reported that owners of Boulby Mine had contacted usual suppliers and cost of equipment has gone through the roof. Some PPE equipment ordered by Cern has been found to be sub-standard. Cern now has policy that all PPE worn on site must be officially endorsed.

**Boulby Status**

Tony had a meeting with the mine owners today. Return to work discussed, also RAs etc of the mine.

No accidents or incidents since the last meeting.

Maintenance – some equipment has fallen out of compliance during lockdown, updating needed for return to work.

**PPD Report – Maurits**

*See Maurits’ slides.*

New STFC Health & Safety Objectives for 2020/21.

A Health & Wellbeing event will need to be arranged for PPD staff.

New Bitesize SHE courses. Additional first aiders needed within the department. Staff have been made aware of new courses and training. This should be linked to the APR.

No incidents have been reported since last meeting. Is this a cultural oversight or is it just that nothing has happened?

Audit carried out in February (SHE codes) and audit by GIAA. MvdG has not had any feedback. DN has seen feedback – nothing urgent at all, only slight improvements to process required, so well done to everyone particularly MvdG.

20/21 audit programme – nothing for PPD RAL, but Boulby due SHE codes in November.

Safety tour took place 6th March of PPD R1 labs. Expired pressure regulators noted and review of solder specifications required. MvdG to log items in SHE Assure on return to work.

2019/20 H & S objectives – all completed. PPD objectives all completed.

2020/21 SHE Improvement plan – *see slide for details*, MvdG working on. New objectives relating to phased return to work, electronics bitesize training and ensure safety training needs identified in APR.

DN suggested should be departmental objective that at any given time, all mandatory training has been completed.

Outstanding Mandatory Training – *see MvdG chart on slides*. DSE workstation self-assessment – all staff should have re-done this since working at home.

Next RAL Safety Management Committee meeting will be 19th May 2020. MvdG will report to them – *see slides*.

**SHE Group Report – Steve**

*See SHE Report slides.*

**Any Other Business**

TM – in previous employment he used app on mobile phone for lone working. DN agreed that this will be useful when we return to work.

DN – need to replace Tim Durkin (who is leaving PPD) as Electrical Installations expert. MvdG to consider.

**Actions**

1. John Matheson to continue with maintenance schedule for workshop machines but also to consider particulate emissions.
2. MvdG Find an **apprentice photographer** to take over on Safety Tour after Tim’s departure.
3. MvdG Replacement Electrical Installations expert
4. MvdG Look into sourcing of PPE required for return to work
5. MvdG look into a putting together a schedule to guide new starters through mandatory training
6. Ensure staff complete mandatory H & S training
7. A Health & Wellbeing event will need to be arranged for PPD staff.

**Calendar**

**Each Meeting:**

* Assess progress with **Improvement Plan**.
* Assess status of **Boulby**, in particular with respect to Boulby IP.

**Once a year:**

* Apr: Ensure people include Safety Training in **APR**.

Communicate to SHE Grp names of **Summer Students** so as to exclude from Training stats.

Review Committee’s **ToR**.

* Aug: Review status in PPD Safety Mtg concerning **Risk Assessments**.
* Aug: **Boulby** Team to review RAs and Method Statements.
* Autumn **Office Tour** (every 2 years; next in 2022)
* Dec: **Lab Tour** … include R115 Clean Rooms ?

Next Meeting

Date TBC, around July/August.

Terry & MvdG 7th May 2020