PPD SHE Management Committee – 18th August 2020 – Conducted via Zoom

**Present**: Dave Newbold (Chair & PPD Director), Maurits van der Grinten (PPD DSC), Manny Olaiya (Building Fire Manager), Julie Black (SHE Group Leader RAL), Gary Zhang (Radiation Protection Supervisor), Louise Yeoman (Representing Boulby), Terry Cornford (Secretary)

**Apologies**: Garth Harris, Steve Wollen, Tony Murphy, Giulio Villani, Paul Scovell

**Actions from Last Meeting 7th May 2020**

1. MvdG John Matheson maintenance schedule for machines in our Workshopand to consider

particulate emissions.Ongoing but clearly now has been covered, so can now be removed from actions.

1. MvdG Safety Tour photographer. Manny happy to take this on.
2. MvdG Replacement electrical installations expert for PAT testing. Mark Tucker will take on.
3. MvdG PPE equipment. Working well through supplier Noonan.
4. MvdG Look into a putting together a schedule to guide new starters through mandatorytraining. *Ongoing*.
5. MvdG Ensure staff complete mandatory H & S training. *Ongoing.*
6. A Health & Wellbeing event will need to be arranged for PPD staff. *See later discussion.*

**Matters Arising**

* PPD SHE Risk Register:

Input to RAL SHE group due by end of calendar year. Maurits has a template to complete. Each department to provide 6 risks. Julie confirmed they do not have to all be red risks.

* Covid 19 and return to work:

Return to work taskforce has been created and has been engaging in office and lab L3 pilot studies.

Risk assessments and Work Statements are in place.

L3 operations – 36 PPD staff (including 5 office staff) have access to RAL and 5 Boulby staff have completed Covid training. Lab staff are also going into the offices.

Office Pilots: Single user office straightforward. Multiple use will be more complex and will need to ensure single person desk use and staggered use of offices. PPE, sanitiser, sprays and wipes available in the PPD meeting room. Most staff to be offered on-site experience by the end of September. Further details in the next PPD staff meeting.

**Boulby Status - Louise**

98% back up to compliance with equipment maintenance testing. Only air con and one other to do then site will be back up to 100% compliance.

**PPD DSC Report – Maurits**

*See Maurits’ slides on Indico.*

* No new **SHE notices** since last meeting, however see SHE notice for Electrical Safety Essentials. Staff to be reminded that this needs completing.
* No **incidents** have been reported since last meeting, (*however a minor incident was highlighted in the report from SHE Group – see slides on Indico)*
* **SHE codes audit** published and PPD achieved ‘Substantial Assurance’. Good for PPD and shows dept. takes SHE codes and a safe working environment seriously. Still awaiting outcome of audit in Feb by GIAA. Julie – they have not heard anything. Not happy with GIAA in terms of other audits and quality of these. Being followed up by Graeme Finlan.

Notwithstanding success in SHE codes audit, PPD still has 5 actions outstanding:

* + Try before you buy scheme – staff to be made more aware of this.
  + Mandatory training requirements – PPD staff to be made more aware.
  + Non-technical manager training – target staff for this course are line managers of staff not necessarily in lab. Half day course. Julie to provide course details. *(now included on Indico page)*
  + Safety tour training – now out of date for all 3 staff who had achieved this. Ensure anyone conducting tours is up to date with training.
  + PAT tester – There is now a replacement for Tim Durkin.
* **STFC 2020/21 H & S Objectives**:
* Health and Wellbeing event: Discussion on best format:

Julie – involve as many people as possible and raise awareness.

Dave – staff attitude towards this may have changed a bit since Covid and they may now be keener to take part.

Staff don’t want to sit in a room and be lectured at.

Staff led? Other activities? Social? More interactive?

We are not going to be back at work in the old way ever, so there is definitely a need to manage mental health /flexi working. Management of mental health and wellbeing and work load is essential now.

Action – should we designate someone under Maurits for health and wellbeing? Anonymous views from staff on what would be useful – staff meeting in September.

* Electrical safety essentials: Not yet completed. MvdG to action.
* All departmental meetings should now include H & S issues – already in place.
* **PPD 2020/21 H & S Objectives & Plans**:

*See slide 14 for details*

Training needs identified in the APR process. At present this has to be added manually.

PPD training needs will go up substantially in the next 2 years. PG students will be joining the department soon.

Dave asked if there is an online catalogue of training. Julie to provide. *(Now included on Indico page)*

Julie suggested there is a need for a dedicated training manager to identify competencies for roles within the department. Dave confirmed he would support a request for this.

Outstanding Mandatory Training Landscape - SHE induction and Fire Fighting are currently in-person but are in the process of being adapted to be offered on-line. The safe manual handling will now also be done on-line. Electrical safety – need to push staff to complete. Maurits will mention at forthcoming staff meeting.

Covid safety - System in place at present in office seems to be working, however Dave thinks one way system needs change, e.g. staircases not signed as to direction. Staff are capable of using common sense when navigating corridors etc. More site specific info needed. Maurits mentioned changing rooms - single occupancy rule for the changing rooms seems not necessary as there are individual shower units within the changing rooms.

Next RAL Safety Management Committee meeting will be 22nd September 2020. MvdG will report to them – *see slides*.

**SHE Group Report for Q1 – Julie**

*See SHE Report slides.*

**Any Other Business**

Tony Murphy has agreed to be PPD DSC deputy.

**Actions**

1. Julie to provide core syllabus for non-technical manager course, the link to training catalogue, and suggestions for health and well-being event.
2. MvdG Assemble SHE requirements and documentation for new starters in a single location
3. MvdG Ensure staff complete mandatory H & S training
4. MvdG Health & Wellbeing event to be arranged for PPD staff.
5. MvdG propose input to PPD SHE risk register at next PPD SHE meeting
6. MvdG Safety Tour training to be updated for relevant 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 November/December.

Terry & MvdG 18th August 2020