

PPD SHE Mgmt Comm – 18 Aug 2020

- Actions from last meeting – MvdG
- Matters Arising – MvdG
- Boulby Status – AM/PS
- PPD SHE Report – MvdG
- PPD SHE Report –SHE Grp
- AOB
- New Actions

App:

Actions from 7 May 2020

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 – *done (M. Tucker)*
4. **MvdG** Look into sourcing of PPE required for return to work – *done (Noonan)*
5. **MvdG** look into a putting together a schedule to guide new starters through mandatory training
6. A Health & Wellbeing event will need to be arranged for PPD staff.

Matters Arising

PPD SHE Risk Register

- Need to plan input to RAL SHE group by end of calendar year

Covid19 / Lock-down / return to work

- Return to work taskforce created, engaging in pilots & L3 lab work
- Risk Assessments and Work Statements in place

L3 operations

- Return to lab work under L3 now well established, 36 PPD staff have now access to RAL (was 24) & 5 Boulby based staff have done Covid training as well.
- Of the above, 5 PPD staff have site access for purely office based activities.
- Specific Covid risk assessments in place for all labs that access to was needed. RAL access control and monitoring in place (RAL central & PPD)
- Average level of PPD presence at RAL currently ~3-4 person per day

Zone	Contact	Deputy
R1 labs	Craig Sawyer	Chris Brew
R5.2 exp hall	Maurits vd Grinten	Mark Tucker
R1 1 st floor PPD offices	Chris Brew	Ian Loader
R1 2 nd floor PPD offices	Maurits vd Grinten	Mark Tucker
Out-of-hours	Maurits vd Grinten	

Office pilots

- All staff on-site for lab work assumed to use offices for
 - Admin work
 - Breaks / lunches
 - (zoom) meetings
- New general office risk assessment established
- Single occupancy office straightforward, multiple occupancy need to ensure single (personal) desk use and staggered use of offices
- Cleaning of common touch points key part of multi-occupancy offices in staggered use: PPE sanitisers, sprays and wipes sourced through Noonan available in PPD meeting room
- Aim to offer most staff on-site experience by end September, to be detailed further in PPD staff meeting.

Boulby Status – Tony/Paul



PPD DSC report

- SHE notices & notes
- Incidents reported
- Improvement Plan status
- Audit record
- Safety Tours
- Mandatory Training
- RAL safety committee

SHE notices

SN265 - Electrical safety essentials

Each year STFC sets a number of health and safety objectives to focus on areas for improvement in the coming financial year. One of the objectives for 2020-21 is the completion of a short online 'Electrical Safety Essentials' training course, which is mandatory for all staff and others working from STFC sites. This course has been developed to provide information about electrical safety to staff working in STFC's buildings. Tenants and contractors working on STFC sites an average of more than two days a week over a three month period should also complete the training course. There will be no requirement for individuals to repeat this course but all new starters will be required to complete this as part of their induction.

The 'Electrical Safety Essentials' course is intended to provide basic information on electrical safety at work and associated risks, raising awareness on potential hazards and a summary of electrical management arrangements at STFC. This course assumes no prior knowledge of electricity. The course takes 10-15 minutes to complete and includes a short self-assessment.

Access to the '[Electrical Safety Essentials](#)' course is through Totara. You will need to enter a username (this is your corporate email address - select 'Remember username'), and then use your corporate password. Tenants and contractors will need to "Create a new account" on the Totara login page if they have not already created one when they completed the Asbestos Essentials course last year.

Managers can review completion of the course by their staff by running the 'My team's training records' report which can be found under the 'My Reports' tab in Totara.

The link will take you direct to '[Electrical Safety Essentials](#)'. If you have a problem you can also find the course using the search facility on the [Totara home page](#). Please do remember to add Totara to your favourites.



**DANGER
Electricity**





Click on image to access course

Incidents reported

- No incidents reported... again...

Audits & Surveys

- SHE codes audit published: “substantial assurance”.
- Awaiting outcome of SHE audit conducted by GIAA, MvdG interrogated 17 February...

in.focus Submit an article Submit a notice STFC external	
Notice board	Corporate news
Service outage	 Join the conversation <p>We're running a series of site-specific webinars to consult with colleagues on our Environmental Sustainability Green Paper. If you've got opinions or ideas, this is your chance to have your say.</p>
<ul style="list-style-type: none">● SBS Oracle outage<p>Please do not log into SBS Oracle between 23:00 on Friday and 08:30 on Monday.</p>	 Peter Noble, Chief Operating Officer <p>Mark Thomson has announced that Peter will be leaving STFC in October having been offered a new role in the North East of England. A recruitment exercise for Peter's replacement will start shortly.</p>
Training news	Finance news
<ul style="list-style-type: none">● Intellectual Property workshop<p>Join this interactive half day workshop on Intellectual property via Zoom on 30 July. Registration required.</p>	 Procurement project update <p>Following the successful conclusion of the Procurement Target Operating Model project, complex and strategic procurement will move to a UKRI in-house procurement team.</p>
SHE news	Public Engagement news
<ul style="list-style-type: none">● A 'Substantial' achievement<p>The Particle Physics Department has achieved 'Substantial Assurance' in a recent SHE audit, indicating good leadership from senior management and staff who have a positive health and safety culture.</p>	 Inspiring the next generation <p>Last Tuesday, RAL Public Engagement and Diamond held a day-long webinar for over 300 GCSE and A-Level students and teachers, providing a 'hands-on' and interactive insight into engineering.</p>

A 'Substantial' achievement

The Particle Physics Department has achieved 'Substantial Assurance' in a recent SHE audit, indicating good leadership from senior management and staff who have a positive health and safety culture.

Audit record Aug 2020

Department	Flammable gases and dusts	Work at height	Safe use of vehicles	EMF	Auditing and Inspection	Confined spaces	Noise	Hazardous substances	SCD/Hartree all codes	Risk Management	H&S management system	PPD All Codes	Static magnetic fields	LELA	Travel on council business
Report Issued	Feb-16	Feb-18	Feb-18	Jul-18	Aug-18	Mar-19	Mar-19	Mar-19	Jul-19	Sep-19	Mar-20	Apr-20	May-20	May-20	Jul-20
CLF	1/1	0/0	0/0	1/2		0/0	1/1	0/0		0/0			1/7	1/1	
ISIS	2/2	2/2	0/0	5/5	2/2	2/2	1/1	1/1		0/1			0/7	0/4	
Digital Infrastructure					2/2		1/2			0/4					
Estates		4/6	2/4			0/10	4/5	2/6		1/3				0/2	
HR					2/2										
SHE GROUP	5/6	4/4	2/2	18/18	3/4	1/4	1/1	4/6	1/2	0/2	11/46	0/2	0/2	0/3	0/1
TECHNOLOGY	1/1	3/3	0/0	13/13	4/4	2/2	0/0	2/2		1/1			0/1	0/7	
RAL SPACE		10/10	0/0	11/11	2/2	0/2	1/1	0/0		4/4				0/0	
ASTECC	2/2	1/1	0/0	4/4	2/2	0/0	3/3	0/0		1/1			0/8	1/1	
UKATC		2/2	0/0		2/2	0/1	2/2	0/0		0/0				0/0	
SO - Programmes					2/2										
Strat Plan & Comms					2/2										
PPD					2/2							0/5			
SCIENTIFIC COMP.					2/2				5/5						
FINANCE					2/2										
RCaH	3/3	1/1	0/0		2/2	0/0	0/0	1/1		0/0				1/1	
Cockcroft		0/0	0/0			0/0	0/0	0/0						0/0	
BID	1/1	0/0	0/0		2/2	0/0	0/0	0/0		0/0				0/0	
ING															
Hartree									5/5						
TOTALS	15/16	27/29	4/6	52/53	33/34	6/21	14/16	10/16	11/12	7/16	11/46	0/7	1/25	3/19	0/1

<p>7.1.2 - Staff other than top tier management seem to be unaware of SHE group's 'Try before you buy' scheme relating to the loan of workstation aids. Arrange for a cascade of information throughout the department relative to SHE group's promotion of the loan scheme. This should be done with the proviso that it should reflect problems identified from a DSE self-assessment.</p>	<p>Awaiting management response</p>
<p>7.1.3 - Mandatory SHE training 'in date' figures require some improvement. Ensure all PPD staff are made aware of outstanding mandatory training requirements.</p>	<p>Awaiting management response</p>
<p>7.1.4 - Information relating to risk assessments. Arrange a trawl of line managers to see who would benefit by attending the 1/2 day Non-Technical manager training when they resume. The main benefit would be the insight gained on risk assessment.</p>	<p>Awaiting management response</p>
<p>7.1.5 - Just three members of PPD staff have undertaken safety tour training and all three are now out of date. Ensure all those from PPD who participate in safety tours undertake refresher training.</p>	<p>Awaiting management response</p>
<p>7.1.6 - PPD's Portable Appliance tester is due to leave the organisation. It would seem prudent to arrange for a replacement. Arrange for someone from PPD to train up as a Portable Appliance Tester to replace the outgoing incumbent.</p>	<p>Awaiting management response</p>

2020/21 STFC H&S objectives

2020/21 Health and Safety objectives

1 Each STFC Department/Directorate to hold a Health and Wellbeing event (or on-line webinar) to encourage staff to undertake a range of health and wellbeing activities.

2 All staff and others working on STFC sites complete the STFC 'Electrical Safety Essentials' on-line training course.

3 All Departmental team, project or operational management meetings include a discussion of H&S issues or concerns, appropriate to the risk in that area.

Our follow up:

1. Not done... Should get Debbie to arrange on a webinar
2. Not done... Dave/Maurits to get this going
3. In place – both in PPD operations board and full staff meeting dedicated SHE slot discussing issues, concerns, risks

2020/21 PPD H&S objectives

2020-21 Objectives and Plans

ID	Action	Who is responsible	Target date
1201	Report quarterly to PPD staff on who has outstanding SHE <u>training</u> in the department. Ensure line management know who needs training and that this is important.	PPD SHE Committee	ongoing
1703	Ensure safety procedures for <u>Boulby Laboratory</u> are reviewed during the annual site shutdown	Director <u>Boulby Lab</u>	September 2020
2001	Ensure a safe phased return to work for PPD staff following the Covid-19 lock-down	PPD Director, PPD DSC	Throughout 2020-21
2002	Highlight electronics bitesize training to PPD staff and ensure this and other mandatory training is completed and maintained	PPD DSC and line managers	ongoing
2003	Ensure safety training needs identified in APR process are logged with SHE <u>group</u> through the associated training code.	PA-PPD and line managers	September 2020

Training landscape 10 Aug 2020

Last Name	SHE Induction / Refresher (SHE Code 10)	Fire Fighting (SHE Code 32)	Display Screen Equipment [on-line] (SHE Code 25)	DSE Workstation Self Assessment (office PC) (SHE Code 25)	Safe Manual Handling (SHE Code 12)	H&S Policy BiteSize (Policy)	Asbestos Essentials (Objective)	Electrical Safety Essentials (Objective)
Adye	01/06/2016	23/01/2019	17/04/2019	05/11/2015	10/10/2019	07/07/2017	02/07/2019	
Andreopoulos	09/07/2014	26/03/2019	04/01/2016	04/01/2016	22/11/2019	16/07/2018	22/11/2019	
Baines	30/10/2018	12/10/2017	18/04/2019	23/12/2015	28/06/2019	23/07/2018	09/07/2019	
Balashov	18/05/2016	29/01/2020	14/05/2020	22/04/2015	15/02/2019	15/10/2018	14/08/2019	
Brannigan			20/07/2020			20/07/2020		
Brew	06/02/2020	23/06/2017	16/10/2019	23/10/2019	22/11/2019	25/04/2018	13/08/2019	
Buttinger			05/06/2020			10/07/2020		
Cornford	06/01/2020	12/02/2020	20/02/2020	20/02/2020	19/02/2020	08/01/2020	08/01/2020	
Cornwall	19/05/2016	23/01/2019	13/01/2020	08/12/2015	10/10/2019	23/07/2018	13/08/2019	
Dixon	09/01/2017	24/02/2017	12/01/2017	19/02/2020	07/07/2017	19/03/2019	20/01/2020	
Djaoui	20/06/2019	29/06/2016	20/12/2018	09/03/2016	06/06/2019	11/02/2019	16/08/2019	
Dopke	24/01/2019	01/05/2019	20/01/2020	29/10/2019	22/05/2019	26/09/2018	25/07/2019	
Dunford	05/06/2019	08/05/2019	10/07/2019	10/02/2020	08/10/2019	05/10/2018	10/02/2020	
Ellis	10/09/2018	01/11/2018	21/09/2018	21/09/2018	03/10/2018	11/02/2019	13/08/2019	
Emeliyanov	12/06/2019	30/01/2019	10/07/2019	10/07/2019	10/10/2019	16/07/2018	03/09/2019	
Gallop	15/07/2015	11/07/2019	06/05/2016	06/05/2016	22/07/2015	03/08/2018	13/08/2019	
Harder	30/10/2018	02/11/2016	11/12/2018	11/12/2018	24/05/2019	04/10/2018	22/11/2019	
Harris								
Hristova	16/03/2020		23/03/2020	23/03/2020		07/04/2020	23/03/2020	
Kaboth	23/11/2015	11/02/2016		15/03/2018	11/02/2016	11/10/2018		
Kelly	09/09/2019	12/11/2019	11/09/2019	29/10/2019	12/11/2019	09/09/2019	29/10/2019	
Kelsey	30/05/2019	03/07/2019	07/01/2016	03/03/2020	22/11/2019	14/09/2018	05/09/2019	
Khazov	06/03/2019	14/03/2019	24/04/2019	09/07/2019	05/03/2019	31/10/2018	02/09/2019	
Kirk	03/07/2019	11/07/2019	18/11/2019	18/11/2019	26/06/2020	13/11/2018	29/07/2019	
Koch	21/05/2018	19/06/2018	08/05/2018	08/05/2018	04/07/2018	25/05/2018	20/08/2019	
Loader	01/06/2016	24/05/2019	15/08/2017	09/10/2018	19/06/2019	27/07/2017	26/06/2019	
Loader	11/05/2017	07/05/2019	16/07/2018	18/11/2015	07/05/2019	20/07/2018	13/08/2019	
Majewski	15/03/2016	29/04/2015	17/12/2015	17/12/2015	11/06/2015	08/10/2018	04/02/2020	
Manolopoulos	11/01/2016	10/02/2016	20/06/2016	05/09/2016	10/02/2016	30/07/2018	28/10/2019	
Martin-Haugh	24/01/2019	11/10/2018	15/07/2019	15/07/2019	06/02/2020	23/07/2018	14/08/2019	
Matheson	07/05/2015	30/01/2020	18/12/2015	18/12/2015	02/07/2015	18/07/2018	22/11/2019	
McMahon	22/05/2019	20/07/2016	18/11/2019	31/03/2016	30/05/2019	08/01/2019	21/08/2019	
Middleton	11/07/2019	13/06/2017	10/06/2015	05/01/2016	22/11/2019	06/02/2018	02/07/2019	30/06/2020
Murphy					28/07/2020	28/07/2020	28/07/2020	27/07/2020
Nandakumar	13/05/2015	13/05/2015	11/03/2020	11/03/2020	05/03/2019	16/07/2018	03/07/2019	
Newbold	07/01/2019	23/10/2018	12/02/2019	12/02/2019	20/11/2018	03/04/2019	13/08/2019	
Nova	10/08/2015	30/09/2015	18/08/2015	19/08/2019	15/06/2020	16/07/2018	02/07/2019	
Olaiya	11/06/2015	17/06/2015	29/04/2019	17/12/2015	26/02/2019	12/02/2019	23/08/2019	
Papanestis	11/07/2017	11/07/2017	22/10/2018	22/10/2018	02/11/2017	12/07/2017	13/08/2019	
Phillips	10/05/2016	17/06/2015	15/08/2017	02/11/2015	25/05/2017	01/12/2018	02/07/2019	
Pilcher	03/03/2014	12/02/2020	09/07/2019	16/04/2019	13/03/2020	24/05/2019	15/08/2019	
Randall			24/07/2020			24/07/2020	24/07/2020	
Ricciardi	30/06/2016	14/07/2016	22/07/2019	22/07/2019	21/02/2019	06/02/2018	03/07/2019	
Sankey	10/10/2019	23/01/2019	11/12/2018	05/01/2016	08/11/2019	05/06/2018	27/06/2019	
Sawyer	02/03/2015	20/02/2020	10/03/2020	10/03/2020	16/07/2015	16/07/2018	21/11/2019	
Shand	05/06/2019	30/01/2019	08/04/2020	01/04/2015	24/10/2019	01/12/2018	13/08/2019	
Shepherd-Themistoclides	22/01/2010	16/02/2017	26/11/2014	09/08/2016	25/07/2003		13/08/2019	
Smart	15/10/2018		25/10/2018	25/10/2018		06/03/2019	14/08/2019	
Tomalin	17/10/2019	02/05/2019	30/04/2019	19/12/2017	21/05/2015	26/10/2018	13/08/2019	
Tucker	24/09/2019	30/01/2019	17/03/2020	13/03/2020	27/02/2019	08/10/2018	13/08/2019	19/06/2020
Van der Grinten	01/11/2018	08/02/2019	18/03/2020	18/04/2019	15/02/2019	05/06/2017	19/07/2019	
Villani	30/10/2019	15/05/2014	13/08/2019	13/08/2019	20/11/2018	08/10/2018	14/08/2019	
Walder	17/02/2020		08/04/2020		15/06/2020	09/03/2020	06/03/2020	
Waltari	30/09/2019	14/11/2019	29/10/2019		14/11/2019	09/10/2019	20/08/2019	
Wielers	14/02/2017	03/05/2017	25/02/2020	25/02/2020	04/05/2017	05/12/2018	13/08/2019	
Williams	24/10/2019	10/10/2019	27/11/2019	27/11/2019	22/07/2015	05/07/2017	13/08/2019	
Wilson	03/07/2019	17/06/2015	24/04/2019	24/11/2015	08/05/2019	08/02/2019	04/07/2019	
Zhang	02/05/2019	02/05/2019	05/01/2016	05/01/2016	25/09/2019	27/09/2018	13/08/2019	

PPD report to RAL SHE meeting

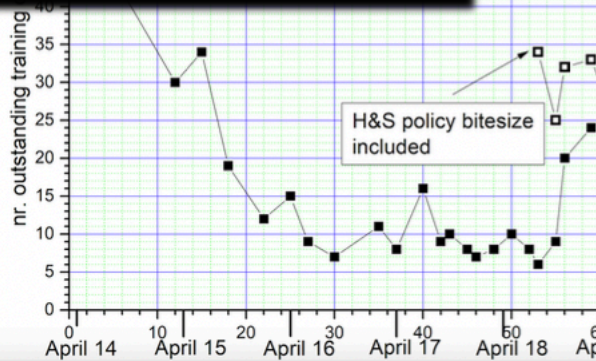
Q4 2019/20

Progress with Mandatory training of PPD staff is continuously monitored by

RAL Safety Management Committee

- 22 Sep 2020
- Successes?
- Any feedback from us?

Other training issues



Examples of Departmental successes in SHE management

The percentage of staff with in-date mandatory SHE training is progressing in the successive quarters this financial year.

Issue of Site wide relevance from Departmental SHE Committee

AOB

Learning from Departmental SHE incidents for others

- incidents reported in PPD:
- No incidents in the quarter under review

Significant findings from Department safety tours
Progress in completion of actions arising

A lab safety tour has been conducted 6 March 2020. Actions will be logged onto SHE Assure at return to work

Tour Ref.	Date	Area	Actions		
			Complete	In progress	Overdue
	06/03/2020	PPD labs	0%		
36	05/12/2018	PPD labs	100%		
09.782	26/06/2018	PPD offices	100%		
09.692	01/09/2017	PPD labs	100%		

Progress with Department SHE Improvement Plans

Progress in PPD 2019/20 SHE Improvement plan:

Ref.	Objectives	Progress	Commentary
1901	Ensure safety training needs flagged in the APR workplan 2019-20 for PPD staff are actioned and courses subscribed to		
1902	Ensure asbestos awareness bitesize training is undertaken within PPD.	90%	Made a good start, now following up further
1903	Ensure that the new SHE <u>training</u> portal (Totara) will be correctly used within PPD.	100%	Support within Department will continue to be offered.

PPD Q1 report from RAL-SHE



Science and
Technology
Facilities Council

Author: RAL SHE Group
Date: April 2020
Document Reference: *PPD SHE report*
Q4 2019-20

PPD Health and Safety Management Committee

Safety, Health and Environment Report for Q4 2019 / 2020 (Jan – Mar 2020)

Action for the Committee:

1. PPD should confirm completion of their 2019/20 SHE objectives or review their progress against those objectives, identifying any obstacles that are impeding progress and make a plan to address them, as required.

STFC Health and Safety Objectives 2019/20

1	All staff to discuss and agree during their 2019/20 Annual Performance Review (APR) an objective or Personal Development activity in support of their, and/or their team's, Health and Wellbeing
2	All staff, tenants, term contractors complete a simple 'Asbestos awareness' BiteSize course.
3	Review the Risk Assessments (RAs) relating to the work of all staff who currently undertake OH surveillance medicals, to ensure that RAs are documented and there is explicit reference to the continuing need for a specific OH surveillance medical

2. PPD should ensure that any relevant learning from major incidents across STFC is identified and applied, as appropriate.
3. PPD management should review possible reasons for the drop in the number of incidents reported in the department. If under reporting is considered a possibility, PPD management should actively encourage incident reporting.
4. PPD should remind relevant line managers of the requirement for their staff to complete mandated training and notify SHE Group of any inaccuracies (i.e. new starters or leavers) on the training spreadsheet by emailing RALSafety@stfc.ac.uk.
5. PPD should review their overdue audit, risk assessment and safety tour actions as recorded on SHE Assure, and highlighted in these appendices, taking the necessary action to complete them out promptly. In cases where the action has been completed both departments are required to formally close them out on the SHE Assure system.
6. Overdue risk assessment reviews should also be undertaken promptly where the activity is ongoing. Where activities have been suspended, the risk assessment should be

AOB

- Tony has accepted to be PPD DSC deputy