

# PPD SHE Mgmt Comm – 12 Nov 2020

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

App:

# Actions from 18 August 2020

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 – Terry has assembled these, will need to get one page on sharedrive
3. MvdG Ensure staff complete mandatory H & S training – people have been responding to our chasing up
4. MvdG Health & Wellbeing event to be arranged for PPD staff. – still outstanding (was Debbie's territory?)
5. MvdG propose input to PPD SHE risk register at next PPD SHE meeting – done, see later on
6. MvdG Safety Tour training to be updated for relevant staff – not done

# Matters Arising

## PPD SHE Risk Register

- input to RAL SHE group by end of calendar year

## Covid19 / Lock-down / on-site work

- Current lock-down and PPD occupancy levels
- Facilitating in person meetings, CR23 use.

# L3 operations

- on-site working well established for most staff exceptions. Chris Brew's booking system in place and being used (in parallel to the old system).
- Some same-household commuting in shared cars, no shared office occupancy. Aim to avoid staff-to-staff infections on site as well as during commuting, so far successful.
- Adherence to Covid measures in place essential: e.g. cleaning of common touch points key part of multi-occupancy offices in staggered use

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

# Outlook till end of year (?)

- Meeting rooms re-assignment: CR23 for PPD use. RAMS prepared but would suggest holding off start of use until after current (Nov20) lockdown. I would suggest someone from the PPD support office to be “zone” controller for meeting rooms.
- We can consider using the PPD meeting room as well, need to arrange location for PPD deliveries, this is currently working well in the meeting room.
- Future increase in site occupancy levels will be in small steps (5% steps) but for the moment put on hold.
- Additional Covid19 measures being reviewed to provide further operational resilience

# 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

## SN267 - Information posters on return to Level 3

### SHE information on returning to Level 3

Information posters have been produced which give advice on various aspects relating to the resumption sites.

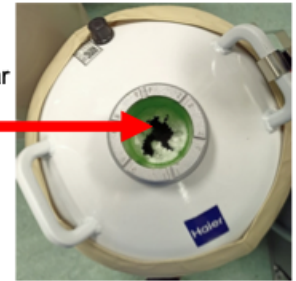
General site rules	<a href="#">PDF</a>
Hand sanitiser	<a href="#">PDF</a>
Reporting incidents	<a href="#">PDF</a>
Protect yourself	<a href="#">PDF</a>
Social distancing	<a href="#">PDF</a>
Hand washing and contact dermatitis	<a href="#">PDF</a>

## What, Why, Learning

### Dewar Ice Plug Formation

#### What

A liquid nitrogen storage Dewar was found with the protective bung removed resulting in ice starting to form around the neck. Fortunately it was discovered and made safe before an ice plug developed.



#### Why

Tipping and storage Dewar's do not contain pressure relief valves or burst discs as they are not designed to be sealed units.

Ice plugs forming in the neck of a Dewar creates a sealed vessel creating a pressurised system, which could explode or explosively project the ice plug out of the neck leading to serious injuries, even fatalities.

#### Learning

- Always fit protective caps (bungs) and ensure the caps are in good condition.
- Always ensure that a Dewar is fully emptied after use.
- Ensure that Dewar's are maintained and that they are in good condition.
- Dewar's should be stored in a dry, well ventilated area and sheltered from rain if outside.



# SHE notices

## Safety Information

### New Equipment and Installations

#### Have you purchased or acquired a new piece of equipment?

New, or acquired, equipment can introduce additional hazards and may require the introduction of new controls and periodic statutory inspections before use.



Examples of new hazards and considerations include:-

Hazard	You need to		
High levels of <b>noise</b>	Request a noise survey		
<b>Flammable Materials or Ignition Sources</b>	Inform the Fire Safety Advisor		
New <b>Chemicals</b>	Get the SDS and talk to your COSHH Assessor		
Emits <b>ionising Radiation</b>	Inform the Radiation Protection Advisor (RPA)		
<b>Laser</b>	Inform the Overall Laser Responsible Officer (OLRO)		
Equipment which requires statutory inspection	<b>RAL</b> Register with the:-	<b>DL</b> Register with the:-	<b>ROE</b> Register with:-
<b>Pressurised Equipment</b>	SHE Group	Pressure System Nominated Engineer	David Montgomery
<b>Lifting Equipment</b>	SHE Group	Lifting Liaison Officer	Graham Wilks
<b>Local Exhaust Ventilation</b>	SHE Group	Nominated LEV Engineer	Estates Team
<b>Obstructs</b> existing equipment	Discuss with the area owner		

If you have any questions or concerns don't hesitate to contact your local SHE Group.

### Is working from home a *pain*?

All STFC staff working from home as part of lockdown should complete a **DSE assessment** for their home "workstation".

Working from home occasionally may be ok but, when prolonged, a less than ideal Display Screen Equipment (DSE) set-up can lead to musculoskeletal issues with your neck, back or wrist.



**So what do you do if you have DSE issues or concerns?**

**1. Talk to your line manager** – DSE equipment comes from your Dept. budget. Computer items that cost less than £50 can be purchased directly. Computer items over £50 should be sourced via the Digital Infrastructure service desk.

**2. Take adequate breaks** away from your desk. Aim for 10 mins every hour and remember to **stretch**.

**3. Suffering pain/discomfort** from work-related activities? Contact your line manager to arrange a medical assessment by asking for an **OH referral via HR**.



## STFC SHE Information

# Incidents reported

- I07371: 31 Oct. 2020. Boulby cleaning staff member tested positive for Covid19. COVID precautions were adhered to around ICL and Boulby lab staff.

**Incident Severity:** Moderate

# 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	Management of contractors	Buildings and premises
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	Aug-20	Aug-20
CLF	1/1	0/0	0/0	1/2		0/0	1/1	0/0		0/0			1/7	1/1		2/2	2/2
ISIS	2/2	2/2	0/0	5/5	2/2	2/2	1/1	1/1		0/1			0/7	0/4		0/1	0/1
Digital Infrastructure					2/2		1/2			0/4						0/8	
Estates		4/6	2/4			1/10	4/5	2/6		1/3				0/2		6/18	3/20
HR					2/2												
SHE GROUP	5/6	4/4	2/2	18/18	3/4	1/4	1/1	4/6	1/2	2/2	14/46	0/2	0/2	0/3	0/1	0/7	0/2
TECHNOLOGY	1/1	3/3	0/0	13/13	4/4	2/2	0/0	2/2		1/1			0/1	4/7		0/1	
RAL SPACE		10/10	0/0	11/11	2/2	0/2	1/1	0/0		4/4				0/0		0/1	0/0
ASTEC	2/2	1/1	0/0	4/4	2/2	0/0	3/3	0/0		1/1			1/8	1/1		0/3	
UKATC		2/2	0/0		2/2	0/1	2/2	0/0		0/0				0/0		0/3	0/1
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		2/2	
Cockcroft		0/0	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		0/2	
ING																	
Hartree									5/5								
TOTALS	15/16	27/29	4/6	52/53	33/34	7/21	14/16	10/16	11/12	9/16	14/46	0/7	2/25	7/19	0/1	10/48	5/26

<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. Partly done (17% outstanding)
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	

# Training landscape 30 Oct 2020

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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	27/10/2020
Balashov	18/05/2016	29/01/2020	14/05/2020	14/05/2020	15/02/2019	15/10/2018	14/08/2019	02/10/2020
Brew	06/02/2020	23/06/2017	16/10/2019	23/10/2019	22/11/2019	25/04/2018	13/08/2019	02/10/2020
Buttinger			05/06/2020	05/06/2020	02/10/2020	10/07/2020	02/10/2020	02/10/2020
Cornford	06/01/2020	12/02/2020	20/02/2020	20/02/2020	19/02/2020	08/01/2020	08/01/2020	01/10/2020
Cornwall	19/05/2016	23/01/2019	13/01/2020	15/10/2020	10/10/2019	23/07/2018	13/08/2019	02/10/2020
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	09/10/2020
Dopke	24/01/2019	01/05/2019	20/01/2020	29/10/2019	22/05/2019	26/09/2018	25/07/2019	08/10/2020
Dunford	05/06/2019	08/05/2019	10/07/2019	21/05/2020	08/10/2019	05/10/2018	10/02/2020	14/10/2020
Ellis	10/09/2018	01/11/2018	21/09/2018	21/09/2018	03/10/2018	11/02/2019	13/08/2019	02/10/2020
Emeljanov	12/06/2019	30/01/2019	10/07/2019	10/07/2019	10/07/2019	16/07/2018	03/09/2019	02/10/2020
Gallop	15/07/2015	11/07/2019	06/05/2016	06/05/2016	02/10/2020	03/08/2018	13/08/2019	24/09/2020
Harder	30/10/2018	02/11/2016	11/12/2018	11/12/2018	24/05/2019	04/10/2018	22/11/2019	02/10/2020
Harris			05/10/2020	22/10/2020		20/10/2020	05/10/2020	05/10/2020
Hristova	16/03/2020		23/03/2020	23/03/2020	02/10/2020	07/04/2020	23/03/2020	05/10/2020
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	11/05/2020	12/11/2019	09/09/2019	29/10/2019	03/10/2020
Kelsey	30/05/2019	03/07/2019	07/01/2016	03/03/2020	22/11/2019	14/09/2018	05/09/2019	19/10/2020
Kenney			13/10/2020			06/10/2020	13/10/2020	13/10/2020
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	02/10/2020
Loader	11/05/2017	07/05/2019	24/09/2020	02/10/2020	24/09/2020	20/07/2018	13/08/2019	24/09/2020
Loader	01/06/2016	24/05/2019	15/08/2017	09/10/2018	19/06/2019	27/07/2017	26/06/2019	19/10/2020
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	23/09/2020
Matheson	07/05/2015	30/01/2020	02/10/2020	02/10/2020	02/10/2020	18/07/2018	22/11/2019	02/10/2020
McMahon	22/05/2019	20/07/2016	18/11/2019	31/03/2016	30/05/2019	08/01/2019	21/08/2019	20/10/2020
Middleton	11/07/2019	13/06/2017	08/10/2020	08/10/2020	22/11/2019	06/02/2018	02/07/2019	30/06/2020
Murphy				28/09/2020	28/07/2020	28/07/2020	28/07/2020	27/07/2020
Nandakumar	13/05/2015	13/05/2015	11/03/2020	06/10/2020	06/10/2020	16/07/2018	03/07/2019	06/10/2020
Newbold	07/01/2019	23/10/2018	12/02/2019	06/05/2020	20/11/2018	03/04/2019	13/08/2019	02/10/2020
Nova	10/08/2015	30/09/2015	24/09/2020	19/08/2019	15/06/2020	16/07/2018	02/07/2019	24/09/2020
Olaiya	11/06/2015	17/06/2015	29/04/2019	05/10/2020	26/02/2019	12/02/2019	23/08/2019	05/10/2020
Papanestis	11/07/2017	11/07/2017	20/10/2020	22/10/2018	02/11/2017	12/07/2017	13/08/2019	02/10/2020
Phillips	10/05/2016	17/06/2015	15/08/2017	02/10/2020	25/05/2017	01/12/2018	02/07/2019	02/10/2020
Pilcher	03/03/2014	12/02/2020	09/07/2019	16/04/2019	13/03/2020	24/05/2019	15/08/2019	06/10/2020
Randall			24/07/2020	24/07/2020	23/09/2020	24/07/2020	24/07/2020	15/09/2020
Reed			13/10/2020		13/10/2020	13/10/2020	15/10/2020	15/10/2020
Ricciardi	30/06/2016	14/07/2016	22/07/2019	22/07/2019	21/02/2019	06/02/2018	03/07/2019	05/10/2020
Sankey	10/10/2019	23/01/2019	11/12/2018	20/10/2020	08/11/2019	05/06/2018	27/06/2019	02/10/2020
Sawyer	02/03/2015	20/02/2020	10/03/2020	10/03/2020	10/03/2020	16/07/2018	21/11/2019	27/10/2020
Schuh			29/08/2020		29/08/2020	29/08/2020	29/08/2020	29/08/2020
Shepherd-Themistocleo	22/01/2010	16/02/2017	08/10/2020	09/08/2016	25/07/2003		13/08/2019	
Smart	15/10/2018		25/10/2018	25/10/2018	27/10/2020	06/03/2019	14/08/2019	27/10/2020
Tomalin	17/10/2019	02/05/2019	30/04/2019	19/12/2017	21/05/2015	26/10/2018	13/08/2019	
Townsley			21/09/2020			21/09/2020	21/09/2020	21/09/2020
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	19/08/2020
Villani	30/10/2019	15/05/2014	13/08/2019	13/08/2019	20/11/2018	08/10/2018	14/08/2019	20/10/2020
Walder	17/02/2020		08/04/2020		15/06/2020	09/03/2020	06/03/2020	23/09/2020
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	14/10/2020
Williams	24/10/2019	10/10/2019	27/11/2019	27/11/2019	03/10/2020	05/07/2017	13/08/2019	03/10/2020
Wilson	03/07/2019	17/06/2015	23/09/2020	03/10/2020	23/09/2020	08/02/2019	04/07/2019	23/09/2020
Zhang	02/05/2019	02/05/2019	05/01/2016	05/01/2016	25/09/2019	27/09/2018	13/08/2019	02/10/2020





# PPD Departmental SHE Risk Register

## Overview/Suggestions:

- Office based risks
  - Slips, trips & falls
  - DSE
- Local Lab based risks
  - Chemicals, electrics, machinery
  - Specifics operational: cryogenes, lone working, laser
- Risks associated with experiments based away from RAL
  - Ionising radiation
  - Travel
  - Working underground, at height
  - Working patterns (shift/rest times)

Dip-sticking risk assessments: general risks prevail, laser risks 2<sup>nd</sup>

# PPD SHE Risk Register

Risk Areas	Assessment of gross risk			Assessment of control effectiveness	Assessment of net risk		
	Impact	likelihood			Impact	likelihood	
i) Office based risks – general activities undertaken	M	L	MED	satisfactory	S	U	LOW
ii) Local Lab based risks – chemicals, machinery, electrics	H	L	HIGH	satisfactory	M	U	LOW
iii) Local Lab based specific operational risks – cryogenics, lasers, underground activities	H	L	HIGH	satisfactory	M	U	LOW
iv) Overseas travel and placements - failure to discharge STFC's Duty of Care	H	L	HIGH	Partly satisfactory	M	L	MED
v) Lone working	H	L	HIGH	satisfactory	M	U	LOW
vi) COVID19 infection risk: infection at work	H	L	HIGH	Partly satisfactory	H	U	MED

# PPD SHE Risk Register

## PART 3 Risk Management Summary

Risk Area	Ownership		Summary of current control measures	Potential areas of weakness in control effectiveness	RISK and Control rating
	STFC	Department			
<b>Risks associated with failure of compliance and control</b>					
i) Office based risks – general activities undertaken, routine can reduce alertness	SHE management	Dept Head DSC Line Managers Individual staff	STFC training courses offered and being refreshed  Active monitoring of training and ensuring this is kept up to date  Lab and office tours would pick up and correct causes for slips, trips and fall as well as obvious DSE issues	Changing situations, rearrangement of work environment can result in controls being missed.  Some risks cannot be reduced to zero.	<b>LOW</b> <b>SATISFACTORY</b>
ii) Local Lab based risks – chemicals, machinery, electrics	SHE management	Dept Head DSC Line Managers Individual staff	Staff with relevant expertise appointed to SHE roles such as LOLER, COSHH officers  Relevant STFC training courses offered and being refreshed  Lab office tours being conducted, Risk Assessments in place and kept up to date for lab activities	Dependant on a range of individuals	<b>LOW</b> <b>SATISFACTORY</b>
iii) Local Lab based specific operational risks – cryogenics,	SHE management	Dept Head DSC	Staff with relevant expertise appointed to SHE roles such as Laser, <u>Boulby</u> safety officers		

lasers, underground activities		Line Managers Individual staff	Relevant STFC training courses offered and being refreshed  Lab office tours being conducted, Risk Assessments in place and kept up to date for lab activities		
iv) Overseas travel and placements - failure to discharge STFC's Duty of Care	N/A	Department Head Division Heads Line Managers	STFC travel policy applies for all business travel, which includes emergency medical cover  Memoranda of Understanding in place with all overseas collaborators  STFC staff comply with local safety management arrangements.	Complexity of insurance systems abroad, including for non-emergency medical cover.  Complexity in assignment of responsibilities/duties of care over students/staff based overseas.	<b>MEDIUM</b> <b>PARTIALLY SATISFACTORY</b>
v) Lone working	SHE management	Dept Head DSC Line Managers Individual staff	STFC lone working policy applies in labs and offices.  Buddy system operational in PPD when a lone working risk is identified  Risk Assessments specifically address lone working as a risk to mitigate against for work on-site		<b>LOW</b> <b>SATISFACTORY</b>
vi) COVID19 infection risk: infection at work	SHE management	Dept Head DSC Line Managers Individual staff	STFC COVID19 policy applies in PPD labs and offices.  Staff to staff physical contact minimised through distancing both on-site as well as commuting to work. Office use arranged to avoid simultaneous use of office space.	Risk cannot be reduced to zero, infection routes understanding and mitigations still evolving	<b>MEDIUM</b> <b>PARTIALLY SATISFACTORY</b>

# PPD SHE Risk Register

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**PART 3 Risk Management Summary**

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# PPD report to RAL SHE meeting

## RAL Safety Management Committee

- 24 Nov 2020
- Successes?
- Any feedback from us?

from home  
ing, the uptake has  
ed.

	Staff Nos	SHE Induct/ refresh	Fire Safety/ refresh	Safe Manual Handling	DSE training	DSE assess	Asbestos Essentials	Policy	Electrical Essentials
PPD	60	87%	85%	85%	92%	83%	96%	98%	83%
STFC Total	2508	73%	73%	85%	83%	82%	92%	93%	74%

Other training issues

PPD Training numbers from SHE report Q1-2020

	Staff Nos	SHE Induct/ refresh	Fire Safety/ refresh	Safe Manual Handling	DSE training	DSE assess	Asbestos Essentials	Policy	Electrical Essentials
PPD	56	82%	79%	86%	91%	88%	93%	93%	4%
STFC Total	2531	78%	77%	76%	74%	72%	88%	91%	32%

Examples of Departmental successes in SHE management

PPD has a booking system operational allowing to monitor and track staff on-site presence

Issue of Site wide relevance from Departmental SHE Committee

AOB

Department	PPD	Period (Q/FY)	Q2 2020/21																											
Learning from Departmental SHE incidents for others	incidents reported in PPD: <ul style="list-style-type: none"> <li>• I07371: 31 Oct. 2020. <b>Boulby</b> cleaning staff member tested positive for Covid19. COVID precautions were adhered to around ICL and <b>Boulby</b> lab staff.</li> </ul>																													
Significant findings from Department safety tours	Safety tour just before lock-down will be rescheduled																													
Progress in completion of actions arising	<table border="1"> <thead> <tr> <th rowspan="2">Tour Ref.</th> <th rowspan="2">Date</th> <th rowspan="2">Area</th> <th colspan="3">Actions</th> </tr> <tr> <th>Complete</th> <th>In progress</th> <th>Overdue</th> </tr> </thead> <tbody> <tr> <td>36</td> <td>05/12/2018</td> <td>PPD labs</td> <td>100%</td> <td></td> <td></td> </tr> <tr> <td>09.782</td> <td>26/06/2018</td> <td>PPD offices</td> <td>100%</td> <td></td> <td></td> </tr> <tr> <td>09.692</td> <td>01/09/2017</td> <td>PPD labs</td> <td>100%</td> <td></td> <td></td> </tr> </tbody> </table>			Tour Ref.	Date	Area	Actions			Complete	In progress	Overdue	36	05/12/2018	PPD labs	100%			09.782	26/06/2018	PPD offices	100%			09.692	01/09/2017	PPD labs	100%		
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Progress with Department SHE Improvement Plans	Ref.	Objectives	Progress	Commentary																										
	2001	Ensure a safe phased return to work for PPD staff following the Covid-19 lock-down	In place in line with RAL wide progress	Operating Labs with Covid measures in place. Office work also taken up: 80% of PPD have returned for onsite activities.																										
	2002	Highlight electronics bitesize training to PPD staff and ensure this and other mandatory training is completed and maintained	ongoing	Electronics bitesize, and mandatory training in general, has been given an extra (successful) push																										
	2003	Ensure safety training needs identified in APR process are logged with SHE group through the associated training code.	In progress	Some uncertainty on how the training codes transfer from APR to SHE.																										

# PPD Q2 report from RAL-SHE



Author: RAL SHE Group  
Date: November 2020  
Document Reference: PPD SHE [annual](#) Q2  
2020-21

## PPD Health and Safety Management Committee

Safety, Health and Environment Report for Q2 2020 / 2021 (July – September 2020)

### Action for the Committee:

1. PPD Building Fire Managers are asked to keep fire risk assessments under review, particularly in relation to any COVID-19 building changes, for example doors being held open, [one way](#) systems impacting on potential escape routes, or storage of flammable hand sanitisers, etc.
2. PPD should ensure that any relevant learning from the moderate incidents reported in the quarter is identified and applied, as appropriate.
3. Line managers must remind relevant staff to complete the available online mandatory training, where required, and notify SHE Group of any inaccuracies (i.e. new starters or leavers) on the training spreadsheet by emailing [RALSafety@stfc.ac.uk](mailto:RALSafety@stfc.ac.uk).
4. Although a good start has been made by PPD in the completion of the online Electrical Essentials course, managers are asked to encourage those members of staff who have yet to complete the course to do so.
5. Overdue risk assessment reviews should also be undertaken promptly where the activity is ongoing. Where activities have been suspended, the risk assessment should be archived, and in the event of the work resuming the assessment must be reviewed in advance to ensure that control measures remain effective.
6. PPD should begin drafting its SHE Risk Register, and recording its top six SHE Risks, if this has not already started.
7. PPD should promote the new 2020/21 Health and Safety objectives (completion of 'Electrical Essentials' being one).

# AOB

