**PPD SHE Management Committee – 13th May 2021**

**Present**: Maurits van der Grinten *(PPD DSC)*,

Terry Cornford *(Secretary)*

**Via Zoom:** Anthony Murphy *(H & S Manager Boulby)*

Dave Newbold *(Chair & PPD Director),*

Garth Harris *(STFC RAL H & S rep)*,

Manny Olaiya *(Building Fire Manager)*

Michael Hirsch (*Trade Union Rep*)

John Matheson

**Apologies:** Julie Black

 Stephen Wollen

 Kevin Dunford

**Actions from Last Meeting 2nd February 2021**

1. Garth – look into training in use of FFP2 masks. *Ongoing with SHE.*
2. Tony to e-mail Julie re lung-capacity testing. *Done.*
3. Maurits to feed back to Bronze on possible swab testing.

*Mentioned at RAL site safety meeting and also contacted Steve Wakefield who would be interested in further details. Maurits and Tony to discuss with him. Tony confirmed Boulby have done 2 runs of tests on desks, handle etc. which were all negative.*

1. Terry to notify Dave weekly of outstanding staff training.

*This is now Debbie Loader’s role. Dave – is there an automated way of doing this? Maurits – this is difficult as combining two sets of data to produce the spreadsheet. Staff within the SHE group could explore ways of setting up a system in which individual staff can view training status including outstanding mandatory training and expiry dates. Michael – not clear to staff exactly what training they still need to do. Need good examples from other organisations, e.g. CERN?*

1. Manny will provide copy of Departmental Fire Risk Assessment to Maurits.

*Review of R1 has been updated and he will send to Maurits. Dave – are we compliant considering how few staff are on site? Not mandatory for fire warden to be on site, however it is mandatory to have Building wardens on site.*

**Matters Arising**

* ***Union Representative***

Normally a union rep is invited to the SHE Committee meeting, however Stewart Martin-Haugh is no longer available. Michael Hirsch, CLF is happy to do this temporarily, however it would be preferable if a PPD staff member could take this on.

* ***Covid***

See L3 operations below.

* ***Alan Davies review***

Maurits had been asked if and how any of the review’s recommendations had been implemented in PPD, or if there were any comments on it. If necessary this can be added to the next meeting for discussion. However Maurits felt that PPD have implemented anything necessary. Discussion about how the culture within the department needs to be changed as regards health & safety issues.

* ***Chemical list***

Current list out of date – John to check out and update. Tony – ICL have asked PPD Boulby to join them in the use of an automated online system. An audit has been completed for PPD and ICL (the mine owners) and there is a register of about 600 hazardous materials. Maurits – would be better to have a central list rather than a list for each lab. Garth – STFC has an electronic chemical inventory system and a few other departments are using it. Happy to demonstrate the system if required.

* ***Current/future L3 operations***

Currently about 15 people on site per day in PPD. This will go up in coming weeks. The department will move to multi-office occupancy from Monday 17th May, but there will be bigger changes in June. May be some ‘hot-desking’.

CO2 monitoring will be offered for multi-occupancy offices.

Safety tours to be resumed, hopefully by the end of June.

Lab risk assessments – to be reviewed urgently.

**Boulby Status - Tony**

Covid measures still in place. The mine owners have a strict regime which they are continuing to follow. Mine manager is encouraging everyone to have lateral flow tests and are looking at the lifting of government restrictions – they will make no changes until at least a fortnight after the government’s set dates.

Incidents – power outage which stopped the cage running and has been investigated by HSE, and a member of staff walking off site slipped on spilt liquid following which the mine has changed some of its practices.

Survey by Manchester Uni and HSE with regard to polyhalite dust (a fertiliser) now being extracted by the mine. Tony and Sean were interviewed with regard to this. Dave – is there a perceived problem with the dust? Tony confirmed not for PPD staff.

Asbestos sheeting removal by contractors taken place.

**PPD DSC Report – Maurits**

*See Maurits’ slides on Indico.*

* **SHE Notices** released since last meeting:

STFC SHE Audit programme for 2021/22 – Boulby is at the top of the list – was due in June but now put back until Sept/Oct as mine not accessible in June.

SHE notices for display now that people coming back on site:

Testing of oxygen depletion alarms

Testing of lifting equipment

APR and SHE training

Risk Assessment Code update SN278 – 2 hour training required for anyone doing a risk assessment. Garth confirmed this would not be in addition to technical manager training and stand-alone risk assessment training. Bite-size training will back this up.

* **Incidents**:

PPD, R1 noise levels complaints – measured by Garth and were below the first action level but considered to be a nuisance. Estates are involved and trying to deal with this at source. Dave – we need to ensure Estates are aware of the issues as this is not just an H & S issue, but also a well-being issue for staff.

* **Audit record** as at May 2021

Lone working audit - Craig and Maurits to work through and implement.

* ***STFC 2021/22 H & S Objectives***:

See Maurits slide:

Covid – 19 and safe return to work

Mental health support for staff – Debbie as PA has been charged with ensuring this happens

SHE Risk Registers

Fire Risk assessments

* ***PPD 2020/21 H & S Objectives & Plans***:

See Maurits slide:

Outstanding SHE training – report quarterly to staff – done

Boulby Lab safety procedures review – done September 2020 so due again September 2021

Phased return to work following Covid – ongoing

Electronics bitesize training - ensure completed plus other mandatory training – ongoing

APR process to ID safety training needs – not automatic yet

* ***PPD 2021/22 H & S Objectives & Plans***:

See Maurits slide:

New PPD SHE objectives agreed, two ongoing objectives and three new objectives relating to Covid return to work, mitigating against risks identified in PPD SHE Risk register, and Risk Assessments for R1 PPD laboratories following change in use/occupants

A safe working environment for all staff returning to work is top priority with regular monitoring ensuring changes are made if necessary. Everything must be thoroughly risk assessed.

New labs are about to be signed off – need discussion and review of plans from a SHE point of view.

* ***Training Landscape***

April spreadsheet – this is from June Preston and is not immediately current. Dave – we need an immediately updated database

* ***PPD Report to RAL SHE Meeting***

Successes or feedback to Maurits please

Next RAL Safety Management Committee meeting will be 21st May.

**PPD Q4 report from RAL SHE Group** - Garth’s report – see slides on Indico.

 PPD to consider which staff members should have access to the BES portal.

Noise issue referred to earlier comes under Estates

Risk assessments – 10 overdue. Maurits – these may be for some of the old labs

Online training – is downloaded once a month

SHE codes update

HSE Spot checks – have been a couple on site from an HSE contractor checking Covid controls. Has been no comeback.

Fire risk assessment required for one PPD building

Tagging of lifting equipment will now be rolled out for LEV and pressure systems

**Any Other Business**

Dave – there is going to be a new parking system at RAL with no onsite parking permits issued unless there is a specific reason. From an H & S reason – is there any reason why someone should be parking on site? Dave will have to feed back how many permits will be required by PPD. Maurits to confirm.

Sarah Dennis had complained to Maurits regarding cluttering of print room. Should not be used for storage of cardboard etc. Admin Team have offered to keep this tidy.

**Actions**

1. Garth – look into training in use of FFP2 masks. Ongoing – with SHE.
2. Maurits and Tony to speak to Steve Wakefield re swab testing.
3. Maurits to investigate better way of keeping staff training info up to date.
4. Chemical list – John to check and update. Liaise with Garth re STFC electronic chemical inventory system if necessary.
5. New labs – Maurits to review plans
6. Maurits to consider which staff members should have access to BES portal.
7. Parking permits – Maurits to confirm to Dave how many required for PPD
8. Maurits and Craig Sawyer to work through Lone Working audit and implement.

**Calendar**

**Each Meeting:**

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

**Once a year:**

* April: 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.
* Aut **Office Tour** (every 2 years; next in 2022)
* Dec: **Lab Tour** … include R115 Clean Rooms.

**Next Meeting**

Date September 2021

Terry & MvdG 13th May 2021