

# PPD SHE Mgmt Comm – 13 May 2021

- 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 2 February 2021

1. Garth: look into training in use of FFP2 masks.
2. Tony: to e-mail Julie re lung-capacity testing.
3. Maurits: to feed back to Bronze on possible swab testing
4. Terry: to notify Dave weekly of outstanding staff training
5. Manny: will provide copy of Departmental Fire Risk Assessment to Maurits

# Matters Arising

Union rep on safety committee

- Michael Hirsch (CLF) invited, could be a (temporary) solution

Covid19 / Lock-down / on-site work

- See L3 operations below

Alan Davies review (effectiveness of STFC SHE committees)

- Any remarks from PPD?

Chemicals list for PPD – needs updating (John ?)

# Current/future L3 operations

- Onsite PPD occupancy: ~ 15 people per day
- We, PPD, moved from single occupancy to multiple occupancy office use where social distancing can be exercised
- RAL preparing to move away from centralized on-site occupancy management: to be done per building/Dept.
- Some easing expected from the 17<sup>th</sup> May, bigger changes from 21<sup>st</sup> June when UK restrictions to be eased further.

| 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 |
| R1 PPD meeting rooms                 | Debbie Loader      |             |
| Out-of-hours                         | Maurits vd Grinten |             |

# On-site operations (contd)

- Multiple office use mainly with fixed desk allocation but some “hot-desking” can also be considered
- CO<sub>2</sub> monitoring will be offered for multiple occupancy spaces (offices/meeting room)
- Safety tours to be resumed
- Lab Risk Assessments to be realigned with current use of Lab space

# Alan Davies review

| Recommendation  | Response   |
|---|--|
| <p>R1. Consider the option of creating a Corporate H&amp;S consultation committee that would meet annually and more frequently as needed on an ad hoc basis, to consider any issues that require consultation with all employees. The committee would follow the HSE guidance and be chaired by a senior manager with the relevant operation manager and safety/employee representatives. The site and departmental committees should continue to encourage TU safety representatives to attend as now.</p> | <p><b>Complete</b>, discussed by EB and Terms of Reference (ToR) established, noting equal membership balance and included in STFC H&amp;S policy</p>  |
| <p>R2. Arrange a meeting of all employee/TU safety reps to discuss the proposal in the above recommendation and agree on the most beneficial means of achieving the HSE expectations for employee consultation. Representatives, from both TU and employees should be encouraged to contribute to the proposal in order to achieve some common ownership.</p>   | <p><b>Complete</b>, see above</p>  |
| <p>R3. Produce a communication brief for the chairs of both site and departmental safety committees clarifying the role of the employee safety reps in the existing safety committees and also the intention to create a corporate consultation committee specifically for consultation with all employees.</p>   | <p><b>Complete</b>, note sent to chairs of Site and Departmental H&amp;S committees including the H&amp;S consultation committee ToR.</p>  |
| <p>R4. Consider the option of reducing the overall number of departmental committees by combining those that might be considered to have compatible H&amp;S hazard profiles. These committees might operate on a similar basis to the current joint ISIS/CLF meeting and benefit by sharing good practice in terms of health and safety management.</p>   | <p><b>Rejected</b>, this would result in diluted focus on H&amp;S at a Departmental level and reporting to a specific Departmental Director. Where it makes sense this has already been undertaken: SCD/Hartree and SPC/Finance/Programmes at SO</p> |
| <p>R5. A system for encouraging committees to learn from each other should be established and opportunities for sharing best/good practice should be created. This could take the form of one committee member attending,</p>   | <p><b>Accepted</b>, programme for Departmental and Site Committee chairs to attend</p>   |

# Alan Davies review

Implemented at  
Departmental level

|     |  |   |   |
|-----|--|---|---|
| R6. | The departmental committees should have consistency in terms of the level of senior manager chairing the meeting and should be restricted to 2 <sup>nd</sup> tier officers where Directors don't undertake the role. In the latter case Directors should commit to attend one meeting a year for their area of responsibility to give a positive commitment to the importance of these meetings. | <b>Accepted</b> , will review present chairs of the Departmental H&S Committees.  | <b>Graeme Finlan, end Q2 2018/19</b>  |
| R7. | Where departments are split across geographical areas there should be a combined operational committee, whether or not it is linked to another department as suggested in R4 above. The current situation with CSD for example does not engender consistency.  | <b>Rejected</b> , those Departments with cross-site responsibilities already have measures in place to share across site or are combined: BID combined Technology have separate committees but an overarching all Technology oversight committee; SPC/Finance/Programmes combined; SCD/Hartree Combined. CSD is now combined. |   |
| R8  | There should be agreement that a common IT system, e.g. SHE Enterprise, or its replacement SHE Assure, is used for accurately recording all the activities of the safety committees and their actions, whether or not the information is also held at a local level.   | <b>Accepted</b> , but rather than putting safety committee actions in SHE Assure will develop the current SharePoint SHE Meeting site to add action management alongside the meeting documentation and that this addresses R9   | Gareth Baker, Q2 2018/19 subject to DS SharePoint development resource being made available |
| R9  | A review of what constitutes a valid recordable action and protocol for reporting and closing out should be developed. There should be a clear process for escalation To Director level where actions are repeatedly presented meeting after meeting.  | <b>See above</b>  |   |

Dept safety meeting notes available, Dept safety tours and audit responses logged centrally

# Alan Davies review

|     |   |   |  |
|-----|---|---|--|
| R10 | It would be more effective for reviewing actions corporately etc. to have a basic template, which each committee would use for agendas, minutes, action recording etc., to ensure essential information is captured and recorded in a consistent format. The template should ensure the record contains clear references – numbers/dates etc. so it is simple and effective to trace; consistent referencing would improve traceability; triggers for further action would help discipline. | <b>Accepted</b>   | Chris Dickinson, Q2 2018/19                                    |
| R11 | The SHE reports produced are comprehensive and important elements of the committee meetings; delivery of the information varies from line by line to just key issues. The report format should be reviewed to generate more dynamic reporting with clear priorities for action supported by information for members to note.  | <b>Accepted</b> , review consistency of reports provided by SHE Group to site and departmental H&S committees                     | Colin Brown, Q2 2018/19  |
| R12 | ISIS safety managers and SHE managers operate in keeping with STFC health and safety policies and one of the ISIS managers is also the Departmental Safety Contact (DSC). There may be some benefit in occasional meetings involving SHE managers and ISIS Safety Managers to share information, learnings and best practice.   | <b>Rejected</b> , no perceived issues<br>Duncan Francis/ Xavier Queralt well engaged with RAL SHE Group                           |  |
| R13 | the Departmental SHE committees work is dominated by H&S with little consideration of environmental management. A clear environmental performance plan with aims and objectives should be developed and managed by the STFC SHE Committee. The RAL Site Environment Committee should be re-established and departmental SHE committees should report on progress within their areas of responsibility in terms of achieving the utility utilisation and waste management objectives.        | <b>Accepted</b> , RAL Environment Committee to be re-established.<br><br><b>Accepted</b> , STFC Environment policy to be reviewed | Liz Kitchener<br>Q2 2018/19<br><br>Gareth Baker,<br>Q3 2018/19 |



# 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

## SN274 - STFC SHE Audit programme for 2021/22

The purpose of this notice is:

- to raise management and staff awareness of the audit programme timetable; and
- to ask that you assist the auditors by making time to speak to them, as appropriate providing information for them, and discussing openly issues or concerns with code implementation, and sharing ideas for their improvement.

| No         | SHE Code   | Scope   | Timing | Auditors            |
|------------|--|---|--------|---------------------|
| 2021/22-1  | All codes  | Boulby mine   | June   | STFC Team           |
| 2021/22-2  | 31: Waste management                               | CLF, ISIS, Technology, ROE, RAL Space, RCaH, ASTeC, CI, BID | June   | STFC Team           |
| 2021/22-3  | 32: Fire management                                | CLF, ISIS, Technology, ROE, RAL Space, RCaH, ASTeC, CI, BID | August | STFC Team           |
| 2021/22-4  | 34: Electrical safety                              | CLF, ISIS, Technology, ROE, RAL Space, RCaH, ASTeC, CI, BID | June   | External specialist |
| 2021/22-5  | 05: Reporting and investigation of SHE incidents   | CLF, ISIS, Technology, ROE, RAL Space, RCaH, ASTeC, CI, BID | August | UKRI                |
| 2021/22-6  | 30: Auditing and inspection                        | CLF, ISIS, Technology, ROE, RAL Space, RCaH, ASTeC, CI, BID | August | UKRI                |
| 2021/22-7  | 28: Open sources                                   | CLF, ISIS, Technology, ROE, RAL Space, RCaH, ASTeC, CI, BID | August | STFC Team           |
| 2021/22-8  | 12: Manual handling                                | CLF, ISIS, Technology, ROE, RAL Space, RCaH, ASTeC, CI, BID | June   | STFC Team           |
| 2021/22-9  | 20: Dangerous substances and explosive atmospheres | CLF, ISIS, Technology, ROE, RAL Space, RCaH, ASTeC, CI, BID | August | External specialist |
| 2021/22-10 | 41: Controlling pollution to air, land and water   | CLF, ISIS, Technology, ROE, RAL Space, RCaH, ASTeC, CI, BID | August | STFC Team           |

# SHE notices

## Oxygen depletion alarms

Oxygen monitoring systems are used extensively to give advance warning of oxygen depleted atmospheres.

These monitors help ensure the working environment is safe, as they alarm if oxygen levels become low.



### What do you need to do?

Oxygen monitors, and indeed all gas safety monitors, must be regularly **maintained** and **calibrated** and records must be kept.

Has your monitor maintenance and calibration programme continued under current COVID-19 restrictions?

Failure to do so may result in the alarm not sounding or triggering incorrectly – **which could lead to asphyxia, loss of consciousness and even the death of anyone exposed to an oxygen depleted atmosphere.**



## Lifting Equipment in date?

The failure or misuse of lifting equipment can cause serious injury.



All new lifting equipment purchased or designed in house must be tested, and registered for inspection before use.

Once registered all lifting equipment and lifting accessories (eye bolts, slings etc.) are regularly inspected and an **inspection expiry date tag attached.**



The expiry date is shown on a sleeve attached to the item with a zip tie. **It must not be used after this date.**

If you find out of date lifting equipment, or lifting equipment without a date tag, remove it from the workplace so others can not use it and/or inform the owner.



# SHE notices

## APR and SHE Training

### SHE Training Catalogue

Updated on the [SHE website](#) is the **SHE Training Catalogue**.

The catalogue lists courses by SHE code/hazard, including duration & refresher frequency.



**2021/22 APR**



Use the Catalogue during your APR to review your SHE training needs with your Line Manager.

Please refer to SC 10, Appendix 3 - sample template of a Training Needs Analysis and steps to be taken within the process. This will help provide ideas for SHE improvement objectives.



### To book SHE Training, contact:

RAL – June Preston, Ext 8288;  
DL and ROE – Samantha Morris, Ext 3035;  
Swindon – Rose Russell, Ext 2061



# SN278 - Update to Risk Assessment Code

A summary of the key changes to the code:

1. The option of using the OTJ pad for a standalone risk assessment has been removed. The reason for this is that this document, on its own, does not meet the legal requirement of a "suitable and sufficient" risk assessment. It can be used for last minute changes to an existing documented risk assessment. Wherever possible, documented risk assessments using either SHE Assure or the STFC proforma should be used to risk assess occupational activities.
2. The  risk scoring matrix has been updated to add  further guidance to 'likelihood' and 'severity'.
3. The RA proforma has been altered to include a hazard row exclusively for untrained groups exposed to risks in the area, e.g. visitors, cleaners etc. This is due to a large number of RAs failing to consider any groups of people other than staff.
4. The paragraph which previously explained the term 'suitable and sufficient' has been shortened and instead an appendix created which takes the reader through an 'aid memoire' of items to consider to ensure that a 'suitable and sufficient' RA has been created. The items listed are based on advice from the HSE.
5. The definition of 'Hazard' has been described more fully to include:
  - o physical safety hazards such as working with electricity or working from ladders;
  - o health hazards such as working with hazardous chemicals, biological agents or activities that could lead to work-related mental ill-health such as stress, anxiety or depression; or
  - o environmental hazards such as activities leading to harmful emissions to the air or contamination of our wastewater systems.
6. A section has been added to provide guidance on 'significant' hazards to assist in determining whether a RA should be documented or not:

*The risk assessment should address all significant hazards. Significant hazards are those that could potentially cause harm to people or the environment. Activities which incur trivial risks or those associated with life in general do not require a risk assessment, e.g. paper cuts from working in an office or pulling a muscle when climbing a flight of stairs or donning a lab coat, unless the work activity compounds or significantly alters those risks. There is a legal requirement to identify any hazards and reasonably foreseeable risks which may result from the hazard not being controlled. 'Reasonably foreseeable' risks are those that an average person would identify. For example, when working with flammable material and a source of ignition, fire would be a reasonably foreseeable risk.*
7. The description of when to review a RA has been extended to include when new information emerges on:
  - o technological advances, including:
    - new techniques
    - new control measures
  - o improved design and products
  - o safer equipment and materials
8. A paragraph has been added relating to when a main assessor leaves employment STFC. As per the leaver's checklist, responsibility for the RA should be passed to an existing member of staff. It is recommended this person familiarises themselves with the RA. **Note: this does not include staff named in the 'assessment team' only the 'main assessor'.**
9. A requirement for RA training has been added for anyone carrying out a RA. This training will be carried out by Laura Davies either in person or by webinar. The course is approximately 2 hrs long and includes a live tutorial on the use of SHE Assure for risk assessment.

# Incidents reported

- I077869: 28 Apr. 2021. Noise levels in PPD offices, first floor R1. Found to be below first action level of 80 dB though considered to a nuisance. Estates are involved now. (Note, I (MvdG) cannot see this incident in SHEAssure)

**Incident Severity:** Minor

- Non reported related issue: noise level in PPD lab electronics fans of 88dB. Ear protection worn and new lab is putting mitigations in place, any further advice/support welcome.

# Audit record May 2021

| Department             | Flammable gases and dusts | Work at height | Safe use of vehicles | EMF    | Confined spaces | Noise  | Hazardous substances | Risk Management | H&S management system | PD All Codes | Static magnetic fields | LEIA   | Travel on council business | Management of contractors | Buildings and premises | COSHH  | Health surveillance | First aid | Long working |
|------------------------|---------------------------|----------------|----------------------|--------|-----------------|--------|----------------------|-----------------|-----------------------|--------------|------------------------|--------|----------------------------|---------------------------|------------------------|--------|---------------------|-----------|--------------|
| Report Issued          | Feb-16                    | Feb-18         | Feb-18               | Jul-18 | Mar-19          | Mar-19 | Mar-19               | Sep-19          | Mar-20                | Apr-20       | May-20                 | May-20 | Jul-20                     | Aug-20                    | Aug-20                 | Feb-21 | Feb-21              | Feb-21    | Apr-21       |
| CLF                    | 1/1                       | 0/0            | 0/0                  | 1/2    | 0/0             | 1/1    | 0/0                  | 0/0             |                       |              | 7/7                    | 1/1    |                            | 2/2                       | 2/2                    | 3/3    |                     |           | 0/7          |
| ISIS                   | 2/2                       | 2/2            | 0/0                  | 5/5    | 2/2             | 1/1    | 1/1                  | 0/1             |                       |              | 7/13                   | 2/5    |                            | 1/1                       | 1/1                    | 0/1    |                     |           | 0/7          |
| Digital Infrastructure |                           |                |                      |        |                 | 1/2    |                      | 0/4             |                       |              |                        |        |                            | 0/8                       |                        |        |                     |           | 0/7          |
| Estates                |                           | 4/6            | 2/4                  |        | 1/10            | 5/5    | 2/6                  | 2/3             |                       |              |                        | 1/2    |                            | 18/18                     | 6/20                   |        |                     |           | 0/13         |
| HR                     |                           |                |                      |        |                 |        |                      |                 |                       |              |                        |        |                            |                           |                        |        | 0/2                 |           |              |
| SHE GROUP              | 5/6                       | 4/4            | 2/2                  | 18/18  | 1/4             | 1/1    | 4/6                  | 2/2             | 15/46                 | 1/2          | 0/2                    | 0/3    | 0/1                        | 4/7                       | 0/2                    | 0/4    | 0/5                 | 0/5       | 0/11         |
| TECHNOLOGY             | 1/1                       | 3/3            | 0/0                  | 13/13  | 2/2             | 0/0    | 2/2                  | 1/1             |                       |              | 1/1                    | 6/7    |                            | 1/1                       |                        | 3/5    |                     |           | 0/6          |
| RAL SPACE              |                           | 10/10          | 0/0                  | 11/11  | 0/2             | 1/1    | 0/0                  | 4/4             |                       |              |                        | 0/0    |                            | 1/1                       | 0/0                    | 2/2    |                     |           | 0/7          |
| ASTECC                 | 2/2                       | 1/1            | 0/0                  | 4/4    | 0/0             | 3/3    | 0/0                  | 1/1             |                       |              | 6/8                    | 1/1    |                            | 2/3                       |                        | 1/2    |                     |           | 0/8          |
| UKATC                  |                           | 2/2            | 0/0                  |        | 0/1             | 2/2    | 0/0                  | 0/0             |                       |              |                        | 0/0    |                            | 0/3                       | 1/1                    | 0/2    |                     |           | 0/5          |
| SO - Programmes        |                           |                |                      |        |                 |        |                      |                 |                       |              |                        |        |                            |                           |                        |        |                     |           |              |
| Strat Plan & Comms     |                           |                |                      |        |                 |        |                      |                 |                       |              |                        |        |                            |                           |                        |        |                     |           |              |
| PPD                    |                           |                |                      |        |                 |        |                      |                 |                       | 5/5          |                        |        |                            |                           |                        |        |                     |           | 0/6          |
| SCIENTIFIC COMP.       |                           |                |                      |        |                 |        |                      |                 |                       |              |                        |        |                            |                           |                        |        |                     |           | 0/7          |
| FINANCE                |                           |                |                      |        |                 |        |                      |                 |                       |              |                        |        |                            |                           |                        |        |                     |           |              |
| RCaH                   | 3/3                       | 1/1            | 0/0                  |        | 0/0             | 0/0    | 1/1                  | 0/0             |                       |              |                        | 1/1    |                            | 2/2                       |                        |        |                     |           | 0/10         |
| Cockcroft              |                           | 0/0            | 0/0                  |        | 0/0             | 0/0    | 0/0                  |                 |                       |              |                        | 0/0    |                            | 0/0                       |                        |        |                     |           |              |
| BID                    | 1/1                       | 0/0            | 0/0                  |        | 0/0             | 0/0    | 0/0                  | 0/0             |                       |              |                        | 0/0    |                            | 0/2                       |                        | 0/0    |                     |           | 0/7          |
| ING                    |                           |                |                      |        |                 |        |                      |                 |                       |              |                        |        |                            |                           |                        |        |                     |           |              |
| Hartree                |                           |                |                      |        |                 |        |                      |                 |                       |              |                        |        |                            |                           |                        |        |                     |           |              |
| TOTALS                 | 15/16                     | 27/29          | 4/6                  | 52/53  | 7/21            | 15/16  | 10/16                | 10/16           | 15/46                 | 6/7          | 21/31                  | 12/20  | 0/1                        | 31/48                     | 10/26                  | 9/19   | 0/7                 | 0/5       | 0/101        |



# Lone working audit

7.8.2 Of the risk assessments reviewed for individual lab / clean room locations and activities, many had generic statements or limited reference to lone working and various risk levels were noted.

It was noted that some risk assessments were saved on non-standard formats (Ref SHE Code 06 – Risk Management) and one referenced some superseded RAL Safety Codes. (4.2.1)

At the next risk assessment review, ensure that Appendices 1 and 2 of SHE Code 01 are applied to each risk assessment and that risk levels are appropriate for the tasks carried out. Also, check the risk assessments for references to current documentation and usage of the correct forms.”

7.8.3 Little activity is currently carried out alone within silent hours. Security are usually used as a buddy, but it is not clear how effective this is regarding regular check-ins and responses.

No risk assessments were noted for activities carried out in collaboration with other institutions (although this was discussed), but it was felt the controls in other institutions were appropriate.

(4.2.2)

Ensure the ‘On the Job’ form is used to record the results of any dynamic risk assessment made during out of hours working, and that this is fed back into the main risk assessments for the task (where they exist)."

# Lone working audit

7.8.4 No assurance is carried out to demonstrate that lone working controls are implemented by staff, tenants, contractors, facility users or visitors working for/within PPD. (4.2.4) Develop a strategy to ensure that assurance is obtained that lone working controls are applied, are adequate and are effective.

7.8.5 The RAMS of contractors working for PPD are not routinely assessed for lone working. However, it was stated that where lone working does take place, periodic supervision is provided. (4.3.1, 4.3.2) Develop a method of ensuring that any lone working of contractors within PPD is assessed and confirmed prior to the work being carried out, and that appropriate supervision arrangements are in place.

"7.8.7 Compliance with the local procedures and controls for lone working defined within risk assessments or systems of work is often focussed on an individual's competence and on the use of a buddy system or lone worker alarms (stated as the preferred method of lone working control within risk assessment). Indications are that some people implement a 30-minute buddy check-in, as the lone working alarms are not widely used (note, they are provided locally to encourage ease of use).

It was noted that PPD intend to create a series of guidelines of what is and isn't allowed regarding lone working following the Covid-19 pandemic. (4.4.2)

Ensure standards are applied to the use of lone working alarms and buddy systems where used within PPD, and that if variation is to be made from SHE Code 01 that this is recorded and the reason documented.

It was noted that the lone working co-ordinator and the DSC intend to carry out a review of lone working standards and processes following the end of the Covid-19 pandemic. It was recognised that office-based work could have lengthy duration and this is to be included.

"

# 2021/22 STFC H&S objectives

## 2020/21 Health and Safety objectives

- 1 **COVID-19** - Manage safe return of staff, tenants, term contractors, facility users etc. to agreed levels of on-site working.
- 2 **Mental health** - Ensure that all staff are actively supported by their managers and have access to the resources, including training, they need to support mental health and wellbeing.
- 3 **SHE Risk Registers:**
  - 3.1 - Build actions to mitigate the highest risks determined by Departmental SHE risk registers into Departmental SHE Improvement plans for 2021/22.
  - 3.2 - Consolidate Departmental risk registers at site and STFC levels for review by Site and STFC SHE Management Committees.
- 4 **Fire Risk Assessments (FRAs)** - Building Fire Managers complete a review of all outstanding building Fire Risk Assessments agreeing actions to address outstanding issues.

## Our follow up:

1. Top priority of DSC
2. We have the PA-PPD charged with this
3.
  1. Will do
  2. Idem
4. To be done

# 2020/21 PPD H&S objectives

## Status of 2020-21 Objectives and Plans

| ID   | Action   | Who is responsible         | 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          | done   |
| 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   | Done, no automatic logging with SHE system tough |

# 2021/22 PPD H&S objectives

## 2021-22 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</u> Laboratory are reviewed during the annual site shutdown   | Director <u>Boulby</u> Lab | September 2021                                |
| 2101 | Ensure a safe return to work for all PPD staff and a continued CV19 safe working environment   | PPD Director, PPD DSC      | Throughout 2021-22                            |
| 2102 | Put mitigations in place to manage risks identified in the PPD SHE <u>risk</u> register  | PPD DSC and Director       | October 2021                                  |
| 2103 | Ensure PPD lab spaces in R1 are thoroughly risk assessed following change in use/occupants   | DSC and lab owners         | Staggered following <u>opening up</u> of labs |

# Training landscape 12 April 2021

- Needs updating with online data
- A few individuals taking up a good fraction of missed %'s

| Last Name               | SHE Induction / Refresher (SHE Code 10) | Fire Safety (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 Management Arrangements (SHE Code 10) | Asbestos Essentials (Objective) | Electrical Safety Essentials (Objective) |
|-------------------------|---|---------------------------|--|---|------------------------------------|---|---------------------------------|--|
| Adye                    | 01/06/2016                              | 23/01/2019                | 17/04/2019                                       | 16/10/2020  | 10/10/2019                         | 07/07/2017                                | 02/07/2019                      | 16/10/2020                               |
| Andreopoulos            | 09/07/2014                              | 26/03/2019                | 04/01/2016                                       | 04/01/2016  | 22/11/2019                         | 16/07/2018                                | 22/11/2019                      | 10/02/2021                               |
| Baines                  | 30/10/2018                              | 12/10/2017                | 18/04/2019                                       | 10/02/2021  | 10/02/2021                         | 23/07/2018                                | 09/07/2019                      | 27/10/2020                               |
| Balashov                | 10/02/2021                              | 10/02/2021                | 14/05/2020                                       | 14/05/2020  | 15/02/2019                         | 15/10/2018                                | 14/08/2019                      | 02/10/2020                               |
| Banks                   | 12/02/2021                              | 12/02/2021                | 29/08/2019                                       | 29/08/2019  | 19/08/2020                         | 31/05/2019                                | 22/10/2020                      | 05/10/2020                               |
| Beadle                  | 11/02/2021                              | 11/02/2021                | 18/04/2019                                       | 18/04/2019  | 19/08/2020                         | 26/03/2019                                | 13/08/2019                      | 22/09/2020                               |
| 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                               |
| Buttling                | 11/02/2021                              | 11/02/2021                | 05/06/2020                                       | 05/06/2020  | 02/10/2020                         | 10/07/2020                                | 02/10/2020                      | 02/10/2020                               |
| Cornford                | 10/02/2021                              | 10/02/2021                | 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                                       | 12/01/2017  | 19/02/2020                         | 07/07/2017                                | 19/03/2019                      | 20/01/2020                               |
| Djaoul                  | 10/02/2021                              | 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                         | 02/03/2021                                | 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                               |
| Emelyanov               | 12/06/2019                              | 30/01/2019                | 10/07/2019                                       | 10/07/2019  | 10/10/2019                         | 16/07/2018                                | 03/09/2019                      | 02/10/2020                               |
| Gallop                  | 10/02/2021                              | 11/07/2019                | 06/05/2016                                       | 06/05/2016  | 02/10/2020                         | 03/08/2018                                | 13/08/2019                      | 24/09/2020                               |
| Harder                  | 15/02/2021                              | 02/11/2016                | 11/12/2018                                       | 11/02/2021  | 24/05/2019                         | 04/10/2018                                | 22/11/2019                      | 02/10/2020                               |
| Harris                  | 10/02/2021                              | 10/02/2021                | 05/10/2020                                       | 22/10/2020  | 08/02/2021                         | 20/10/2020                                | 05/10/2020                      | 05/10/2020                               |
| Holin                   |   |                           | 11/01/2021                                       |   | 11/01/2021                         | 05/01/2021                                | 05/01/2021                      | 05/01/2021                               |
| Hristova                | 16/03/2020                              | 23/03/2020                | 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                   | 15/02/2021                              | 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                | 21/12/2020                                       | 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                  | 11/02/2021                              | 11/02/2021                | 24/04/2019                                       | 09/07/2019  | 05/03/2019                         | 31/10/2018                                | 02/09/2019                      | 10/02/2021                               |
| 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                  | 01/06/2016                              | 24/05/2019                | 15/08/2017                                       | 09/10/2018  | 19/06/2019                         | 27/07/2017                                | 26/06/2019                      | 19/10/2020                               |
| 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                               |
| MacDonald               |   | 15/02/2021                | 15/02/2021                                       |   |                                    | 16/12/2020                                |                                 |  |
| Majewski                | 15/03/2016                              | 29/04/2015                | 14/12/2020                                       | 14/12/2020  | 11/06/2015                         | 08/10/2018                                | 04/02/2020                      | 14/12/2020                               |
| Manolopoulos            | 26/02/2021                              | 10/02/2021                | 20/06/2016                                       | 05/09/2016  | 10/02/2016                         | 30/07/2018                                | 28/10/2019                      | 09/02/2021                               |
| 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                | 11/02/2021                              | 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                               |
| Meehan                  | 11/02/2021                              | 11/02/2021                | 09/11/2020                                       | 10/11/2020  | 19/08/2020                         | 17/07/2018                                | 29/08/2019                      | 22/09/2020                               |
| 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                  | 11/02/2021                              | 12/02/2021                | 28/09/2020                                       | 17/11/2020  | 28/07/2020                         | 28/07/2020                                | 28/07/2020                      | 27/07/2020                               |
| Nandakumar              | 12/02/2021                              | 12/02/2021                | 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                               |
| Olalya                  | 11/06/2015                              | 17/06/2015                | 29/04/2019                                       | 05/10/2020  | 26/02/2019                         | 12/02/2019                                | 23/08/2019                      | 05/10/2020                               |
| Paling                  | 13/02/2021                              | 13/02/2021                | 17/11/2020                                       | 18/11/2020  | 19/08/2020                         | 17/07/2018                                | 03/07/2019                      | 17/11/2020                               |
| 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                              | 10/02/2021                | 15/08/2017                                       | 02/10/2020  | 10/02/2021                         | 03/01/2019                                | 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                               |
| Reed                    |   | 12/02/2021                | 13/10/2020                                       |   | 13/10/2020                         | 13/10/2020                                | 15/10/2020                      | 15/10/2020                               |
| Ricciardi               | 10/02/2021                              | 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                  | 11/02/2021                              | 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                               |
| Scovell                 | 10/02/2021                              | 10/02/2021                | 21/09/2020                                       | 21/09/2020  | 19/08/2020                         | 05/10/2017                                | 02/07/2019                      | 21/09/2020                               |
| Shepherd-Themistocleous | 22/01/2010                              | 16/02/2017                | 08/10/2020                                       | 09/08/2016  | 25/07/2003                         |   | 13/08/2019                      |  |
| Smart                   | 15/10/2018                              | 11/02/2021                | 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                      | 09/02/2021                               |
| Toth                    | 10/02/2021                              | 10/02/2021                | 30/09/2020                                       | 09/02/2021  | 19/08/2020                         | 17/07/2018                                | 13/08/2019                      | 30/09/2020                               |
| Townsley                | 10/02/2021                              | 10/02/2021                | 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                              | 10/02/2021                | 13/08/2019                                       | 13/08/2019  | 10/02/2021                         | 08/10/2018                                | 14/08/2019                      | 20/10/2020                               |
| Walder                  | 17/02/2020                              | 10/02/2021                | 20/04/2020                                       | 10/02/2021  | 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                      | 17/02/2021                               |
| Weber                   | 11/02/2021                              | 11/02/2021                | 01/10/2020                                       | 01/10/2020  | 30/09/2020                         | 16/07/2018                                | 13/08/2019                      | 30/09/2020                               |
| 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                  | 10/02/2021                              | 10/02/2021                | 23/09/2020                                       | 03/10/2020  | 23/09/2020                         | 08/02/2019                                | 04/07/2019                      | 23/09/2020                               |
| Yeoman                  | 15/02/2021                              | 15/02/2021                | 13/11/2020                                       | 17/11/2020  | 19/08/2020                         | 18/07/2018                                | 03/07/2019                      | 30/09/2020                               |
| Zhang                   | 02/05/2019                              | 10/02/2021                | 10/02/2021                                       | 05/01/2016  | 10/02/2021                         | 27/09/2018                                | 13/08/2019                      | 02/10/2020                               |
|                         | 7                                       | 4                         | 1  | 3   | 5                                  | 0   | 0                               |  |

# Training 30 Apr 2021

| Department                  | Staff Nos   | SHE Induction/ Refresher | Fire Safety | Safe Manual Handling | DSE training | DSE assessment | Asbestos Essentials | STFC H&S Management Arrangements | Electrical Safety Essentials |
|-----------------------------|-------------|--------------------------|-------------|----------------------|--------------|----------------|---------------------|----------------------------------|------------------------------|
| ASTeC                       | 93          | 100%                     | 100%        | 97%                  | 99%          | 97%            | 99%                 | 100%                             | 100%                         |
| Business and Innovation     | 87          | 98%                      | 98%         | 98%                  | 99%          | 99%            | 99%                 | 99%                              | 99%                          |
| CEO Office                  | 19          | 32%                      | 84%         | 100%                 | 100%         | 89%            | 89%                 | 95%                              | 89%                          |
| CLF                         | 172         | 84%                      | 87%         | 97%                  | 94%          | 94%            | 99%                 | 99%                              | 98%                          |
| Digital Infrastructure      | 75          | 84%                      | 84%         | 92%                  | 95%          | 88%            | 97%                 | 95%                              | 84%                          |
| Estates                     | 177         | 85%                      | 82%         | 90%                  | 88%          | 79%            | 92%                 | 95%                              | 89%                          |
| Finance                     | 55          | 71%                      | 78%         | 82%                  | 85%          | 78%            | 91%                 | 87%                              | 84%                          |
| Hartree                     | 96          | 93%                      | 95%         | 98%                  | 96%          | 97%            | 99%                 | 99%                              | 97%                          |
| HR                          | 68          | 87%                      | 85%         | 81%                  | 84%          | 79%            | 87%                 | 87%                              | 84%                          |
| ISIS                        | 618         | 67%                      | 70%         | 84%                  | 83%          | 73%            | 92%                 | 94%                              | 79%                          |
| PPD                         | 69          | 84%                      | 87%         | 90%                  | 96%          | 86%            | 97%                 | 97%                              | 94%                          |
| Programmes                  | 63          | 44%                      | 84%         | 90%                  | 94%          | 94%            | 89%                 | 90%                              | 89%                          |
| RAL Space                   | 338         | 84%                      | 88%         | 91%                  | 91%          | 93%            | 96%                 | 97%                              | 91%                          |
| Scientific Computing        | 229         | 92%                      | 94%         | 96%                  | 95%          | 94%            | 97%                 | 97%                              | 93%                          |
| SHE Group                   | 18          | 94%                      | 94%         | 100%                 | 94%          | 94%            | 100%                | 100%                             | 100%                         |
| SPC                         | 56          | 77%                      | 79%         | 95%                  | 89%          | 86%            | 89%                 | 91%                              | 89%                          |
| Technology                  | 280         | 95%                      | 94%         | 96%                  | 94%          | 93%            | 98%                 | 98%                              | 96%                          |
| UKATC                       | 108         | 97%                      | 99%         | 99%                  | 96%          | 99%            | 99%                 | 99%                              | 98%                          |
| UKRI Legal                  | 10          | 50%                      | 60%         | 50%                  | 70%          | 80%            | 60%                 | 70%                              | 50%                          |
| <b>STFC Total 30/4/2021</b> | <b>2653</b> | <b>82%</b>               | <b>85%</b>  | <b>91%</b>           | <b>91%</b>   | <b>87%</b>     | <b>95%</b>          | <b>96%</b>                       | <b>90%</b>                   |



# PPD report to RAL SHE meeting

## RAL Safety Management Committee

- 21 May 2021
- Successes?
- Any feedback from us?

|     | Staff Nos | SHE Induct/refresh | Fire Safety/refresh | Safe Manual Handling | DSE training | DSE assess | Asbestos Essentials | Policy | Electrical Essentials |
|-----|-----------|--------------------|---------------------|----------------------|--------------|------------|---------------------|--------|-----------------------|
| PPD | 69        | 59%                | 59%                 | 88%                  | 93%          | 84%        | 96%                 | 97%    | 86%                   |

PPD Training numbers from SHE [report](#) Q4-2020\_21

|            | Staff Nos | SHE Induct/refresh | Fire Safety/refresh | Safe Manual Handling | DSE training | DSE assess | Asbestos Essentials | H&S Arrangements | Electrical Essentials |
|------------|-----------|--------------------|---------------------|----------------------|--------------|------------|---------------------|------------------|-----------------------|
| PPD        | 71        | 82%                | 86%                 | 86%                  | 96%          | 83%        | 96%                 | 97%              | 93%                   |
| STFC Total | 2580      | 73%                | 73%                 | 90%                  | 89%          | 86%        | 94%                 | 94%              | 83%                   |

Other training issues

Examples of Departmental successes in SHE management

Issue of Site wide relevance from [Departmental SHE Committee](#)

AOB

| Department  | PPD  | Period (Q/FY)                           | Q4 2020/21  |          |             |            |          |            |      |  |   |   |         |   |            |          |      |  |             |  |            |             |      |  |  |        |            |          |      |  |  |
|---|--|---|---|----------|-------------|------------|----------|------------|------|--|---|---|---------|---|------------|----------|------|--|-------------|--|------------|-------------|------|--|--|--------|------------|----------|------|--|--|
| Learning from Departmental SHE incidents for others | incidents reported in PPD: <ul style="list-style-type: none"> <li>• I077869: 28 Apr. 2021. Noise levels in PPD offices, first floor R1. Found to be below first action level of 80 dB though considered to a nuisance. Estates are involved now. <b>Incident Severity:</b> Minor</li> </ul>  |   |   |          |             |            |          |            |      |  |   |   |         |   |            |          |      |  |             |  |            |             |      |  |  |        |            |          |      |  |  |
| Significant findings from Department safety tours   | Safety tours will resume in June   |   |   |          |             |            |          |            |      |  |   |   |         |   |            |          |      |  |             |  |            |             |      |  |  |        |            |          |      |  |  |
| 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% |  |  |
|   | 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%  |          |             |            |          |            |      |  |   |   |         |   |            |          |      |  |             |  |            |             |      |  |  |        |            |          |      |  |  |
| Progress with Department SHE Improvement Plans      | <table border="1"> <thead> <tr> <th>Ref.</th> <th>Objectives</th> <th>Progress</th> <th>Commentary</th> </tr> </thead> <tbody> <tr> <td>2001</td> <td>Ensure a safe phased return to work for PPD staff following the Covid-19 lock-down</td> <td>In place in line with RAL wide progress</td> <td>Operating Labs with Covid measures in place. Under current (start 2021) restrictions further return to on-site work put on hold</td> </tr> <tr> <td>2002</td> <td>Highlight electronics bitesize training to PPD staff and ensure this and other mandatory training is completed and maintained</td> <td>ongoing</td> <td></td> </tr> <tr> <td>2003</td> <td>Ensure safety training needs identified in APR process are logged with SHE <a href="#">group</a> through the associated training code.</td> <td>In progress</td> <td>Safety training needs identified in APR, no automatic logging with SHE system though</td> </tr> </tbody> </table> |   |   |          | 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. Under current (start 2021) restrictions further return to on-site work put on hold | 2002    | Highlight electronics bitesize training to PPD staff and ensure this and other mandatory training is completed and maintained | ongoing    |          | 2003 | Ensure safety training needs identified in APR process are logged with SHE <a href="#">group</a> through the associated training code. | In progress | Safety training needs identified in APR, no automatic logging with SHE system though |            |             |      |  |  |        |            |          |      |  |  |
| 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. Under current (start 2021) restrictions further return to on-site work put on hold |          |             |            |          |            |      |  |   |   |         |   |            |          |      |  |             |  |            |             |      |  |  |        |            |          |      |  |  |
| 2002  | Highlight electronics bitesize training to PPD staff and ensure this and other mandatory training is completed and maintained  | ongoing                                 |   |          |             |            |          |            |      |  |   |   |         |   |            |          |      |  |             |  |            |             |      |  |  |        |            |          |      |  |  |
| 2003  | Ensure safety training needs identified in APR process are logged with SHE <a href="#">group</a> through the associated training code.   | In progress                             | Safety training needs identified in APR, no automatic logging with SHE system though  |          |             |            |          |            |      |  |   |   |         |   |            |          |      |  |             |  |            |             |      |  |  |        |            |          |      |  |  |

# PPD Q4 report from RAL-SHE



Science and  
Technology  
Facilities Council

Author: Garth Harris RAL SHE Group  
Date: May 2021  
Document Reference: *PPD SHE report Q4  
2020-21*

## PPD Health and Safety Management Committee

Safety, Health and Environment Report for Q4 2020 / 2021 (Jan– Mar 2020)

### Action for the Committee:

1. PPD Fire Building Managers must be reminded of their obligation to review building fire risk assessments as required, ensuring that issues of concern, or changes in the building use, are recorded in an action plan and that the plan is implemented. The Senior Management Team should be made aware and the completion of these reviews closely monitored and escalated where necessary.
2. 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.
3. Departments must ensure that any areas of weakness in their SHE management arrangements identified in their SHE risk Registers are reflected in their annual improvement plans.
4. PPD should review progress against the 2020/21 Health and Safety objectives before the launch of the new objectives for 2021/22.
5. PPD should give consideration to the key members of staff who will require access to the BES Portal for their WSEs and statutory inspection reports, noting that SHE Group will routinely only send out reports of defects or observations which need action or remediation.

# AOB

