**PPD SHE Management Committee – 14th September 2021**

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

Terry Cornford *(Secretary)*

Dave Newbold *(Chair & PPD Director),*

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

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

John Matheson

Paul Scovell *(Boulby)*

**Apologies: None Received**

**Actions from Last Meeting 13th May 2021**

1. Garth – look into training in use of FFP2 masks.

*This will now be done – if necessary – through an external company. Tony – at Boulby, the requirement to wear masks has now been dropped, however two staff have been trained to do fit testing. Chris Brew had asked about fit testing and Maurits will liaise with him.*

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1. Maurits and Tony to speak to Steve Wakefield re swab testing.

*Done. The mine owners at Boulby did do some tests which showed a couple of positives on common areas such as keyboards and phones, but have not done any more since.*

1. Maurits to investigate better way of keeping staff training info up to date.

*Ongoing – Dave suggested Raja Nandakumar – new general scientific computing support expert - could help with this.*

1. Chemical list – John to check and update. Liaise with Garth re STFC electronic chemical inventory system if necessary.

*John now has an account on the electronic system and has e-mailed staff to contact him with details of chemical cupboards, but has had no response. John to approach lab owners for a response. Maurits to send John a list of lab owners.*

1. New labs – Maurits to review plans.

*The SHE group is involved in any new lab/building through Steve Wollen.*

1. Maurits to consider which staff members should have access to BES portal.

*Maurits has sent list to Garth. Garth confirmed would like to limit the list to Liaison Officers.*

1. Parking permits – Maurits to confirm to Dave how many required for PPD.

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*None for safety reasons but department has 3 in case needed for legitimate reason, e.g. moving heavy objects.*

1. Maurits and Craig Sawyer to work through Lone Working audit and implement.

*New document has been drafted. To be further discussed with lab workers.*

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**Matters Arising**

* ***Covid*** ***L2 operations.***

Currently about 25 people on site per day in PPD.

RAL has moved away from centralized occupancy management and this is now per building/department. Associated risk assessment update required – Maurits to organise.

Department has 2 CO2 monitors. Should there be one in each shared office? Would be large investment for the department. Estates are providing them for meeting rooms and other generally shared areas. New ones which feed data back would be useful. Maurits will prepare an inventory of monitors required. Boulby have several monitors.

* ***On-site operations***

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Safety tour of labs to be organised in the next few weeks. Terry to find suitable date.

Lab risk assessment needs to be realigned with the current use of the lab space.

**Boulby Status - Tony**

Level 2 Covid measures now in place. No requirement for masks on the surface, no limit to number of people in offices, CO2 monitors are in place and reassuring for staff.

Training up to date.

No incidents of note. Tony trying to get BES to come and do statutory inspections on pressure vessels. Access to the portal would be useful. Working on a Memorandum of Understanding with the lab owners – ICL. Tony has completed a couple of safety tours – to be entered onto SHE Assure.

Future visit by PPD to Boulby – will masks be required? Tony has completed a risk assessment which confirms that the control measures in place are suitable and sufficient.

**PPD DSC Report – Maurits**

*See Maurits’ slides on Indico.*

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

Due to large number of construction sites at RAL at present, staff should be aware of signage etc. and not enter unauthorized areas, also because of the work going on, staff should note differing speed limits when driving around site.

Spotting Covid variant symptoms

Zoom meetings – don’t overdo them!

* **Incidents**:

Several minor incidents – dumping of batteries in the PPD print room, slipping at Boulby and contractors ‘daisy-chaining’ extension block.

Guide to disposal of rubbish required for the department – Terry will produce.

* **Audit record** as at September 2021

Lone working audit - Craig and Maurits still working through this.

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

*See Maurits slide on Indico:*

* 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 – Manny is in the process of doing for R1 labs. Further assessments planned.
* ***PPD 2021/22 H & S Objectives & Plans***:

*See Maurits slide on Indico:*

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***

Main training required is by new staff. Dave queried why staff are starting in the department without completing their training. Garth confirmed that by the end of a new starters first day they should have completed the site induction and the remainder of training by the end of their first month.

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

Successes or feedback to Maurits please.

One issue of site relevance – lack of storage space whilst labs are being refurbished – Maurits to flag at next RAL Safety Management Committee meeting.

Next RAL Safety Management Committee meeting will be 22nd September.

**PPD Q4 report from RAL SHE Group**

*Garth’s report – see slides on Indico.*

* + Reminder for managers to keep SHE group informed of any lost time incidents.
  + Would be useful for PPD to carry out internal survey to double check that there has been no new pressure equipment brought onto site.
  + Has been a major fire on site as well several smaller ones. A reminder to all staff that in case of an incident such as these, the alarm must be raised before any firefighting action. If more than one extinguisher needs to be used, the fire service should be called.
  + DSE assessment training – PPD completed numbers have fallen into the red here and staff should be reminded to complete this.
  + Oxygen depletion monitors should be checked, maintained and calibrated.
  + Reminder to ensure all lifting equipment is tagged following inspection.
  + SHE code update reminders – Risk Management Code and Static Magnetic Fields code.
  + SHE regulatory updates - HSE fees and Fire Safety Legislation changes.
  + Reminder re fire risk assessments. Manny is on top of these.
  + A confined spaces survey has been carried out across site – PPD has none at present.
  + Serious or Potentially Serious (SoPS) incidents – have been a large number across sites this month – electrical fire, high pressure hydraulic oil escape, accidental CO2 gas release.
  + Reminder on PAT testing – equipment needs to be shut down for PAT inspection.

**Any Other Business**

Meeting next week for Departmental Safety Committee Chairs to attend. Dave queried if he was the right person to attend the meeting. Other departments are bringing additional staff to the meeting. Tony and Maurits to put together one slide for Dave’s presentation.

Safety tour to be organised before the next meeting.

**Actions**

1. Maurits to liaise with Chris Brew re: face mask fit testing.
2. Maurits to approach Raja Nandakumar for help with updating staff training records.
3. John to approach lab owners for a response to his request for chemical details. Maurits to send John a list of lab owners.
4. Maurits to confirm with Estates that all safety matters have been considered in approving the plans for the new labs.
5. New Lone Working document has been drafted. To be further discussed with lab workers. Maurits and Craig Sawyer.
6. Maurits to prepare inventory of CO2 monitors required for department.
7. Terry to find suitable date for lab safety tour within the next week or so.
8. Guide to disposal of rubbish required for the department – Terry will produce.
9. With regard to Covid, RAL has moved away from centralized occupancy management and this is now per building/department. Maurits to organise risk assessment update.
10. Lack of storage space whilst labs are being refurbished – Maurits to flag up at RAL Safety Management Committee meeting.

**Calendar**

**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 -** Nov/Dec 2021

*Terry & MvdG 14th September 2021*