

# PPD SHE Mgmt Comm – 2 Feb 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 22 November 2020

1. TC - Assemble SHE requirements and documentation for new starters in a single location.
2. TC - Ensure staff complete mandatory H & S training.
3. MvdG - Health & Wellbeing event to be arranged for PPD staff
4. MvdG - Prepare final version of PPD SHE Risk Register with input from SHE Committee.
5. MvdG - Safety Tour training to be updated for relevant staff

# Matters Arising

Union rep on safety committee

- Stewart no longer available for this
- Michael Hirsch (CLF) invited, could be a (temporary) solution

Covid19 / Lock-down / on-site work

- See L3 operations below

# Current L3 operations

- On-site working continuing where required.
- Chris Brew's booking system in place and being used – important for when there is a need to track and trace
- Aim to avoid staff-to-staff infections on site as well as during commuting, so far successful.
- Adherence to Covid measures in place essential. New FFP2 face masks available, eye protection ordered.
- PPD meeting room PPD-only again (no CLF deliveries)

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	

# Outlook till end March(?)

- Increase in site occupancy levels put on hold, RAL site remains open/operational.
- Additional Covid19 measures in place to provide further operational resilience (e.g. thermometry)
- Covid requirements SHE document updated and will continue to evolve with change in policies
- Generic Covid documents arranged in a dedicated folder on the PPD SHE share drive. Kept updated with new (example) documents
- issue of authorisation letters for onsite work, largely for justification to leave home purposes
- Safety Tour programmes suspended: rely on those managers and activity supervisors undertaking work on site to continue to assess workplace safety as they visit facilities, laboratories, workshops, and indeed offices

# 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

## SN269 - Further BiteSize SHE courses

Links to these BiteSize SHE packages can be found here:

- [Electrical Safety.](#)
  - [Working with time-varying electro-magnetic fields.](#)
- Electrical safety BiteSize

## SN271 - Further Code BiteSizes

Links to these BiteSize SHE packages can be found here:

- [Management of Radioactive Waste.](#)
- [Biological Safety.](#)
- [Management of Ionising Radiation at Work.](#)

## Hiring a car?

Hire cars should be delivered to you in a thoroughly cleaned and sanitised condition to reduce the risk of **COVID-19** transmission between vehicle users.



# SHE notices

## Lone working during COVID-19

Lone workers are those who work by themselves without close supervision or support in the event of an emergency.

### How is lone working affected by COVID-19?

In the current pandemic, lone workers are at an increased risk if things go wrong as site numbers are below the normal **occupancy** levels so there can be fewer people around to help.

### What do YOU need to consider?

Thought must be given to the means by which everyone **maintains regular contact** so they are able to **summon assistance** in an emergency.

This could be by means of:

- a buddy system
- the 'Oysta' [lone worker alarm system](#)
- two-way radios
- defined and agreed check-in / check-out times with a designated contact



**Ensure YOU know what action to take if someone fails to check in at a pre-determined time, their lone worker alarm activates, or they fail to respond to a scheduled call.**

## Aches, pains or discomfort from working at home?

Due to **COVID-19**, we are increasingly spending more time working from home. This can lead to pain in the **neck, shoulders, back, arms, wrists and hands**, as well as **fatigue** and **eye strain** due to less than ideal workstation set ups.



Try these simple steps to reduce the risks:

- **take breaks away from the workstation or change activity;**
- **avoid awkward, static postures by regularly changing position;**
- **get up and move or do stretching exercises;**
- **avoid eye fatigue by changing focus or blink from time to time.**

Contact your local SHE Group to see if there is any equipment you can **'Try before you buy'**.



# Incidents reported

- I07556: 10 Dec. 2020. Boulby attic intervention resulting in a section of the ceiling of the office underneath collapsing.  
**Incident Severity:** Minor
- I07371: 10 Jan. 2021. Staff member testing CV19-positive. No on-site interactions, non-occupational.  
**Incident Severity:** Moderate
- I07557: 20 Nov. 2020. Power outage at Boulby, mine staff (not lab staff) being stuck underground.  
**Incident Severity:** Minor

# Audit record Jan 2021

Department	Flammable gases and dusts	Work at height	Safe use of vehicles	EMF	Auditing and Inspection	Confined spaces	Noise	Hazardous substances	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	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			6/7	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			2/13	1/5		1/1	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		18/18	3/20
HR					2/2											
SHE GROUP	5/6	4/4	2/2	18/18	3/4	1/4	1/1	4/6	2/2	15/46	0/2	0/2	0/3	0/1	2/7	0/2
TECHNOLOGY	1/1	3/3	0/0	13/13	4/4	2/2	0/0	2/2	1/1			0/1	5/7		0/1	
RAL SPACE		10/10	0/0	11/11	2/2	0/2	1/1	0/0	4/4				0/0		1/1	0/0
ASTEC	2/2	1/1	0/0	4/4	2/2	0/0	3/3	0/0	1/1			4/8	1/1		0/3	
UKATC		2/2	0/0		2/2	0/1	2/2	0/0	0/0				0/0		0/3	1/1
SO - Programmes					2/2											
Strat Plan & Comms					2/2											
PPD					2/2						5/5					
SCIENTIFIC COMP.					2/2											
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																
TOTALS	15/16	27/29	4/6	52/53	33/34	7/21	14/16	10/16	9/16	15/46	5/7	12/31	9/20	0/1	26/48	6/26

<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 (15% 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

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)
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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	27/10/2020	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



# Training landscape 19 Jan 2021

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)	SMH - HandleRite (on-line) (SHE Code 12)	Safe Manual Handling (SHE Code 12)	H&S Policy BiteSize (Policy)	Asbestos Essentials (Objective)	Electrical Safety Essentials (Objective)
Adey	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	
Baines	30/10/2018	12/10/2017	18/04/2019	23/12/2015	14/04/2014	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	06/11/2013	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	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	15/01/2020	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	14/12/2020
Djaoui	20/06/2019	29/06/2016	20/12/2018	09/03/2016	26/01/2016	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	29/04/2014	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
Emeliyanov	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	15/07/2015	11/07/2019	06/05/2016	06/05/2016	02/10/2020	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	04/11/2013	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
Holin									
Hristova	16/03/2020		23/03/2020	23/03/2020	02/10/2020	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	11/09/2019	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	06/03/2019	14/03/2019	24/04/2019	09/07/2019	06/11/2013	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	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	21/05/2014	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	24/09/2020	20/07/2018	13/08/2019	24/09/2020
MacDonald							16/12/2020		
Majewski	15/03/2016	29/04/2015	14/12/2020	14/12/2020	23/04/2015	11/06/2015	08/10/2018	04/02/2020	14/12/2020
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	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	30/04/2014	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
Nandakumar	13/05/2015	13/05/2015	11/03/2020	06/10/2020	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	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	25/02/2014	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	24/04/2012	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	13/03/2020	24/05/2019	15/08/2019	06/10/2020
Randall			24/07/2020	24/07/2020	23/09/2020	23/09/2020	24/07/2020	24/07/2020	15/09/2020
Reed			13/10/2020		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	13/11/2013	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	10/03/2020	21/11/2019	27/10/2020
Schuh			29/08/2020		29/08/2020	29/08/2020	29/08/2020	29/08/2020	29/08/2020
Shepherd-Themistocleous	22/01/2010	16/02/2017	08/10/2020	09/08/2016		25/07/2003		13/08/2019	
Smart	15/10/2018	25/10/2018	25/10/2018	25/10/2018	27/10/2020	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	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	13/03/2015	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	29/11/2013	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	27/10/2020	15/06/2020	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	03/10/2020	05/07/2017	03/10/2020
Wilson	03/07/2019	17/06/2015	23/09/2020	03/10/2020	23/09/2020	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	06/10/2015	25/09/2019	27/09/2018	13/08/2019	02/10/2020

# Training 19 Jan 2021

	Staff Nos	SHE Induction/ Refresher	Fire Safety	Safe Manual Handling	DSE training	DSE assessment	Asbestos Essentials	Policy	Electrical
ASTeC	90	81%	69%	98%	100%	99%	100%	100%	100%
Business and Innovation	80	83%	75%	99%	100%	94%	100%	100%	98%
CEO Office	10	80%	90%	80%	90%	80%	100%	100%	70%
CLF	183	71%	72%	95%	95%	96%	98%	98%	93%
Digital Infrastructure	70	71%	73%	83%	90%	87%	93%	90%	73%
Estates	161	76%	68%	91%	86%	82%	90%	96%	84%
Finance	51	69%	76%	84%	88%	86%	90%	86%	82%
Hartree	94	87%	86%	98%	95%	93%	99%	97%	93%
HR	64	70%	67%	75%	81%	70%	81%	86%	66%
ISIS	627	67%	68%	84%	79%	70%	88%	89%	68%
UKRI Legal	9	78%	78%	67%	78%	89%	56%	67%	44%
PPD	68	62%	60%	90%	97%	90%	97%	97%	84%
Programmes	61	100%	95%	85%	92%	100%	93%	98%	95%
RAL Space	343	73%	78%	93%	90%	93%	93%	96%	82%
Scientific Computing	213	75%	77%	99%	97%	98%	99%	96%	63%
SHE Group	19	95%	79%	95%	100%	95%	100%	100%	95%
SPC	49	80%	80%	88%	88%	92%	92%	92%	92%
Technology	287	82%	83%	90%	87%	84%	97%	97%	88%
UKATC	106	94%	95%	96%	96%	95%	96%	98%	90%
<b>Grand Total</b>	<b>2605</b>	<b>75%</b>	<b>75%</b>	<b>90%</b>	<b>89%</b>	<b>86%</b>	<b>93%</b>	<b>94%</b>	<b>80%</b>
<b>PPD 19 Jan 2021</b>	<b>60</b>	<b>66%</b>	<b>68%</b>	<b>87%</b>	<b>92%</b>	<b>83%</b>	<b>95%</b>	<b>97%</b>	<b>85%</b>

# PPD SHE Risk Register

submitted December 2020

i) Office based risks – general activities undertaken	M	L	MED	satisfactory	M	VU	LOW
ii) Local Lab based risks – chemicals, machinery, electrics	H	L	HIGH	Partly satisfactory	H	U	MED
iii) Local Lab based specific operational risks – cryogenics, lasers, underground activities	H	L	HIGH	Partly satisfactory	H	U	MED
iv) Overseas travel and placements	H	L	HIGH	Partly satisfactory	H	U	MED
v) Lone working	H	L	HIGH	Partly satisfactory	H	U	MED
vi) COVID19 infection risk: infection at work	H	L	HIGH	Partly satisfactory	H	U	MED
vii) Environmental impact of PPD's activities	H	L	HIGH	Partly satisfactory	H	L	HIGH
Viii) Boulby Mine Operational risks	H	L	HIGH	Partly satisfactory	H	U	MED

# PPD report to RAL SHE meeting

## RAL Safety Management Committee

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

m home  
the uptake has

PPD Training numbers from SHE report Q2-2020

	Staff Nos	SHE Induct/refresh	Fire Safety/refresh	Safe Manual Handling	DSE training	DSE assess	Asbestos Essentials	Policy	Electrical Essentials
PPD	60	67%	65%	85%	90%	83%	98%	98%	83%
STFC Total	2598	73%	73%	85%	83%	82%	92%	93%	74%

Other training issues

PPD Training numbers from 19 Jan 2021

PPD 19 Jan 2021	60	66%	68%	87%	92%	83%	95%	97%	85%
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Examples of Departmental successes in SHE management

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

AOB

Department	PPD	Period (Q/FY)	Q3 2020/21																											
Learning from Departmental SHE incidents for others	incidents reported in PPD: <ul style="list-style-type: none"> <li>• I07556: 10 Dec. 2020. <a href="#">Boulby</a> attic intervention resulting in a section of the ceiling of the office underneath collapsing. <b>Incident Severity:</b> Minor</li> <li>• I07371: 10 Jan. 2021. Staff member testing CV19-positive. No on-site interactions, non-occupational. <b>Incident Severity:</b> Moderate</li> <li>• I07557: 20 Nov. 2020. Power outage at <a href="#">Boulby</a>, mine staff (not lab staff) being stuck underground. <b>Incident Severity:</b> Minor</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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# PPD Q3 report from RAL-SHE



Science and  
Technology  
Facilities Council

Author: RAL SHE Group  
Date: January 2021  
Document Reference: *PPD SHE report Q3  
2020-21*

## PPD Health and Safety Management Committee

Safety, Health and Environment Report for Q3 2020 / 2021 (Oct – Dec 2020)

### Action for the Committee:

1. PPD Building Fire Managers are asked to keep fire risk assessments under review, particularly in relation to COVID-19 building changes, and are reminded of the requirement to formally review fire risk assessments on an annual basis.
2. Line managers must remind relevant staff to complete the available online mandatory training, where they are still to do so, and noting that both DSE training and self-assessment modules are required to formally complete the DSE training.
3. Line Managers should notify SHE Group of any relevant staffing changes (i.e. new starters or leavers) by emailing [RALSafety@stfc.ac.uk](mailto:RALSafety@stfc.ac.uk), to ensure the veracity of the data in the training spreadsheet.
4. Although very good progress has been made by PPD in completion of the Electrical Essentials course, managers must encourage those members of staff who have yet to complete the course to do so before the end of the financial year.
5. The two overdue risk assessment reviews should also be undertaken promptly if the activity is ongoing. The two assessments shown in this report were also highlighted in the Q2 report. 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.

# AOB

