**PPD SHE Management Committee – 11th February 2022**

**Present**: Dave Newbold *(Chair & PPD Director)*

 Maurits van der Grinten *(PPD DSC)*

Gary Zhang *(Radiation Protection Supervisor)*

Michael Hirsch *(Prospect Union Rep)*

Terry Cornford *(Secretary)*

**Via Zoom:** Garth Harris *(STFC RAL H & S Rep)*,

Manny Olaiya *(Building Fire Manager)*

Paul Scovell *(Representing Boulby)*

**Apologies:** Stephen Wollen

 Tony Murphy

**Actions from Last Meeting 12th November 2021**

1. New Lone Working document has been drafted. To be further discussed with lab workers. Maurits and Craig Sawyer.

*Draft document sent out to lab managers and meeting to be set up with lab managers to further discuss including use of Oyster combined with mobiles. Dave advised most people will have STFC mobile in the future, however not all mobile networks available on site.*

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

*Still waiting to hear from Estates re new waste contracts.* *Ongoing*.

1. 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.

*Completed, basically referring to the Covid measures PPD already has in place, although tracking contacts through PPD corridor almost impossible. Lessons have been learnt re ventilation and Co2 monitoring.*

1. Tony mentioned new nitrogen system at Boulby and the oxygen depletion calculation which is being done by Emma. Maurits will offer to help with this.

*Completed*

1. Terry will ensure new SHE notices are added to PPD noticeboards.

*Completed. Also, new notices to be sent to div heads, for discussion in team meetings.*

1. Fire Risk assessments – R5.2 still to be done – Maurits will complete with Steve Wollen.

*Completed*

**Covid** **L2 operations**

Currently about 35 people on site per day in PPD. CO2 monitors in place in offices but labs do not have them.

**Boulby Status – Paul Scovell – slides available on Indico**

* Covid – up until 2 weeks ago, visitors and contractors had to provide evidence of Covid free status before coming on to site, but this has now been dropped in accordance with government loosening of restrictions. Still strongly encouraging the use of face coverings and monitoring ventilation.
* Mess rooms – difficult to keep CO2 levels down. Air filtration units on order which will replace the CO2 monitors.
* Looking into upgrading the heating system in the surface building to air source heat pump which will have built in air filtration and will therefore be Covid compliant. Dave asked to be kept informed on progress and of maintenance requirements.
* All staff are 100% compliant with SHE mandatory training. Tony is pushing staff to get more non-mandatory training done.
* No incidents to report in the last quarter.
* Still in discussion with ICL re Memorandum of Understanding regarding future tenure of the site, plus possible training they can provide.
* BES have been engaged to undertake pressure vessel testing (completed and OK) and possibly other compliance certification services.
* PAT testing completed on c. 350 electrical items.
* Contractors on site – new system for getting them on site and checking their risk assessments and method statements.
* Visits to Boulby by various bodies including Michael Portillo with BBC. A few useful lessons have been learnt from running these visits. A visit by the government Chief Scientific Officer is due.
* Two safety tours have been carried out by Tony and he has found a few issues which will be reported on SHE Assure. Tony wants to get other staff trained to complete these safety tours. Maurits queried fire risk assessments and who carries them out. Paul confirmed external contractor carries this out for the surface facility, underground this will be STFC staff. Stephen Wollen has been there in the past to assess fire risk.

**PPD DSC Report – Maurits– slides available on Indico**

* **New SHE notices**:

Eye safety, CO2 monitors, noisy work areas, Statutory inspection v servicing, slippery floors (Garth confirmed H&S can test samples for slipperiness of new flooring), updated list of union safety reps, lab clearance of radiation areas - n/a to PPD, equipment used at home must be brought in for PAT testing, DSE needs to be checked including in home working situation, Covid variants.

* **Incidents**:

No new incidents

* **Audit record** - February 2022

Lone working audit – completed but still implementing.

Sealed sources audit – report last November. Gary and Maurits have been discussing and have replied to audit issues raised. PPD will be getting more radiation sources in the dept so there will be a radiation risk assessment associated with them. Gary will report back at the next SHE Committee meeting.

* ***STFC 2021/22 H & S Objectives***:
* 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 has completed for R1 labs. R5.2 also now been completed.
* ***PPD 2021/22 H & S Objectives & Plans***:
	+ Reporting to PPD staff on outstanding training - ongoing
	+ Review of safety procedures for Boulby during annual shutdown – completed
	+ Safe return of staff to work and ensure Covid safe environment – will continue through 2021/22
	+ Mitigations in place to manage risks identified in PPD SHE risk register – completed
	+ PPD lab space risk assessed – ongoing following lab safety tour. New lab situation always changing. To be carefully monitored.
* ***Training Landscape***
* Mainly new staff who have not completed training.

**PPD report to RAL SHE meeting**

Next RAL Safety Management Committee meeting will be 22nd February 2022.

Anything to be added, please let Maurits know.

**PPD Q2 report from RAL SHE Group**

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

* + No incidents over the last quarter
	+ SHE Audit actions – PPD has no outstanding actions
	+ Safety tour actions all have a due date of 25th/26th February – need to start chasing people to complete
	+ Risk assessments – 2 overdue for this quarter – see Garth report in Indico for details
	+ Occupational health and management referrals – largest category are musculoskeletal problems and mental health is also a significant cause of referrals.
	+ Staff training – automatic reminders are being developed to send out to staff
	+ SoPs incidents – all near misses this quarter.

**Any Other Business**

None

**Actions**

1. New Lone Working document has been drafted. To be further discussed with lab workers. Maurits and Craig Sawyer.
2. Guide to disposal of rubbish required for the department – Terry will produce when she hears back from Estates.
3. Gary to report back at next meeting on risk assessment for new radiation sources within the department.

**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 -** May 2022

*Terry & MvdG 11th February 2022*