

PPD SHE Mgmt Comm – 18 May 2022

- Actions from last meeting – MvdG
- Boulby Status – AM/PS
- PPD RPS report
- PPD DSC Report – MvdG
- SHE Report –SHE Grp
- AOB
- New Actions

App:

Actions from 11 Feb 2022

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.
3. Gary to report back at next meeting on risk assessment for new radiation sources within the department.

Covid L2 operations

- Onsite PPD occupancy: ~ 35 people per day
- RAL on-site occupancy management done per building/Dept. Associated Risk Assessment drawn up. Currently mainly referring to established L2 Covid measures in place.
- We have most multiple occupancy offices in PPD now covered by CO₂ monitors. Note, Estates do not equip lab spaces with these.

Zone	Contact	Deputy
R1 labs	Craig Sawyer	Jens Döpke
R5.2 exp hall	Maurits vd Grinten	Mark Tucker
R1 1 st floor PPD offices	Chris Brew	Ian Loader
R1 2 nd floor PPD offices	Maurits vd Grinten	Mark Tucker
R1 PPD meeting rooms	Debbie Loader	
Out-of-hours	Maurits vd Grinten	

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: SN285

SN285 - SHE Management arrangements 2022_23

Each year STFC reviews and re-issues its [Health and Safety \(H&S\) Management Arrangements](#), the STFC equivalent of a H&S policy. As STFC is part of UKRI we now come under the high level [UKRI Health and Safety Policy](#).

This year's update has not resulted in significant changes.

In summary, I ask you to:

- Read the [STFC Health and Safety Management Arrangements](#) to ensure that you understand YOUR responsibilities. This document can be accessed by you and those outside the STFC firewalls through the [STFC SHE website](#);
- If you have not already completed it there is a short online [BiteSize training course](#) that is mandatory for all staff to complete once; and
- Ensure that those who work for, and with you, without electronic access receive hard copies of this document, destroying any previous copies.

Further information can be obtained from [STFC SHE Group](#).

Mark Thomson

Executive Chair, STFC

SHE notices: SN286

Do you know what a “confined space” is?



Definition: Any space such as a chamber, tank, silo, pit, duct, sump, inspection pit, building void or anything similar where there is a risk of :

- Serious injury from fire or explosion;
- Loss of consciousness due to increased body temp;
- Loss of consciousness or asphyxiation from gas, fume, vapour or lack of oxygen;
- Drowning arising from increased levels of liquid; or
- Asphyxiation from a free flowing solid.

Line managers have a responsibility to ensure that before this activity takes place: a risk assessment is written; a permit is issued; staff are adequately trained and deemed ‘fit to enter’ a confined space (registered to receive health surveillance from Occ Health).



New starter health questionnaires identify pre-existing health conditions relevant to an individual’s work / workplace and identifies adjustments that can be made to support them.

What happens if a new health condition develops during a person’s working life?

For example:

- someone newly diagnosed with asthma or dermatitis and their work involves handling chemicals; or
- someone absent from work due to musculoskeletal pain and their work involves regular manual handling.

As a line manager what should I do?

1. Arrange a return to work interview with person (an obligation placed on both manager and individual);
2. Liaise with HR and Occupational Health;
3. Consider H&S implications for this new information;
4. Review **activity risk assessments for their role.**

Rem: the new diagnosis may not be assoc. with any absence, when informed of any relevant health condition, steps 1 to 3 should be performed immediately

Employers have a duty to prevent injury and must take people “as they find them”, i.e. take into account known relevant health conditions. This may result in further precautions, e.g. PPE, for some staff and not others.



SHE notices: SN286

If you find a fire, shout
"FIRE! FIRE! FIRE!"
 to alert your colleagues.



Operate the break glass to
 activate the evacuation alarm

Contact SECURITY and inform
 them of the fire location. Follow
 guidance on the Fire Action notice.

Save the number:

DL: 01925 603333 (ex3333)
 RAL: 01235 778888 (ex2222)
 ROE: 0131 6688222 (ex222)
 SO: 01793 444510 (ex2222)



Fight the fire if it
 is safe to do so,
 otherwise....
 Evacuate via
 your nearest



Have you purchased or acquired a piece of equipment, material or chemical?

New, or acquired equipment and materials can introduce
 additional hazards and may require the introduction of new
 controls and periodic statutory inspections **before** use.

Hazard	You need to
High levels of noise	Request a noise survey
Flammable Materials/ignition Sources	Inform the Fire Safety Advisor
New Chemicals	Get the SDS and talk to your COSHH Assessor
Emits Ionising Radiation	Inform the Radiation Protection Advisor (RPA)
Static Magnetic Fields	Contact Static Magnetic Fields Protection Advisor
Biological Hazards	Contact SHE Group
Legionella	Contact your site Water Safety Group or Legionella Responsible Person
Laser	Inform the Laser Responsible Officer (LRO) and Overall LRO (OLRO)



If you have any questions or
 concerns don't hesitate to contact
 your local SHE Group.



SHE notices: SN287

SN287 - Estates Technology Forge

Reporting safety actions for Estates Services

SHE incident investigations and risk assessments, and **Safety Tours in particular** identify safety actions in respect to the repair of our site and buildings for Estates Services to complete.



These actions should continue be reported on [Evotix \(SHE\) Assure](#) but it is important to raise a 'Help Call' on the Estates management system - **Technology Forge**. You will receive email confirmation with the hyperlink to the Help Call - please paste this in [Evotix \(SHE\) Assure](#) so the progress of the work can be tracked.

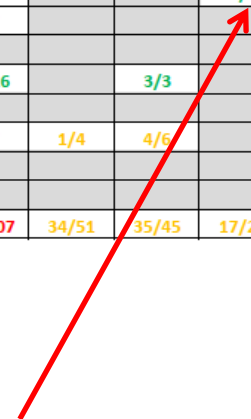
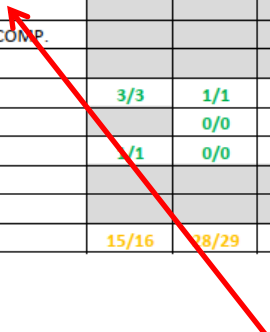
Incidents reported

- I08694 (&I08692 &I08877): 2 Feb 2022. Finger cut by glass scraper

Incident Severity: Minor

Audit record May 2022

Department	Flammable gases and dusts	Work at height	Confined spaces	Hazardous substances	H&S management system	PPD All Codes	Static magnetic fields	LELA	Management of contractors	Buildings and premises	COSHH	First aid	Lone working	Legionella	Testing of electrical equipment	Sealed sources	Radioactive waste	Electrical safety management	Controlling Pollution	Controlled and hazardous waste
Report Issued	Feb-16	Feb-18	Mar-19	Mar-19	Mar-20	Apr-20	May-20	May-20	Aug-20	Aug-20	Feb-21	Feb-21	Apr-21	May-21	Jun-21	Nov-21	Nov-21	Dec-21	Jan-22	Feb-22
CLF	1/1	0/0	0/0	0/0			7/7	1/1	2/2	2/2	3/3		7/7	1/1	3/3	2/2		0/2		7/7
ISIS	2/2	2/2	2/2	1/1			8/13	5/5	1/1	1/1	0/1		7/7	3/3	1/6	1/6	2/6	0/2		2/15
Digital Infrastructure									2/8				0/7					0/4		
Estates		5/6	10/10	3/6				1/2	18/18	14/20			12/13	6/12	4/7	3/3		7/13	0/5	0/13
HR																				
SHE GROUP	5/6	4/4	2/4	4/6	34/46	1/2	2/2	2/3	6/7	0/2	0/4	4/5	1/11	15/23	5/5	5/7	1/5	2/18	0/6	1/17
TECHNOLOGY	1/1	3/3	2/2	2/2			1/1	7/7	1/1		5/5		6/6	6/6	6/6	3/3	1/1	0/1		6/12
RAL SPACE		10/10	2/2	0/0				0/0	1/1	0/0	2/2		7/7	1/1	7/7			0/2		1/3
ASTEC	2/2	1/1	0/0	0/0			8/8	1/1	3/3		2/2		8/8	1/1	2/2					1/1
UKATC		2/2	0/1	0/0				0/0	3/3	1/1	2/2		5/5		0/0			1/1	3/3	1/3
SO - Programmes																				
Strat Plan & Comms																				
PPD						5/5							6/6			3/3				
SCIENTIFIC COMP.													3/7							
FINANCE																				
RCaH	3/3	1/1	0/0	1/1				1/1	2/2				16/16		3/3					6/6
Cockcroft		0/0	0/0	0/0				0/0	0/0											
BID	1/1	0/0	0/0	0/0				0/0	2/2		0/0		5/7	1/4	4/6					3/7
ING																				
Hartree																				
TOTALS	15/16	28/29	19/21	11/16	34/46	6/7	26/31	18/20	41/48	18/26	14/19	4/5	83/107	34/51	35/45	17/24	4/12	10/43	3/14	28/84



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. Done
 2. SHE risk registers now being compiled cross departmental
4. **Done**

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 Laboratory</u> are reviewed during the annual site shutdown	Director <u>Boulby Lab</u>	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 register</u>	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 of labs</u>

Training landscape

29 Apr 2022

- DSE self assessment clearly not fully “understood”, need to re-explain probably
- A few new starters populating the pink rows (?)
- Need to notify SHE group of inaccuracies (I flagged the two Austin Balls last week to them)

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 2)	Safe Manual Handling (SHE Code 12)	H&S Management Arrangements BiteSize (SHE Code 1n)	Asbestos Essentials (Objective)	Electrical Safety Essentials (Objective)
Adye	22/07/2021	23/01/2019	17/04/2019	22/09/2021	10/10/2019	07/07/2017	02/07/2019	16/10/2020
Andreopoulos	09/09/2021	14/06/2021	14/06/2021	09/09/2021	22/11/2019	16/07/2018	22/11/2019	10/02/2021
Armstrong	19/05/2021	19/05/2021	20/05/2021	12/07/2021	19/05/2021	20/05/2021	20/05/2021	10/06/2021
Baines	30/10/2018	12/10/2017	18/04/2019	22/09/2021	10/02/2021	23/07/2018	09/07/2018	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
Ball								
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	22/09/2020	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
Buttinger	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	20/08/2021	20/08/2021	10/02/2021	08/01/2020	08/01/2020	01/10/2020
Cornwall	02/06/2021	23/01/2019	13/01/2020	15/10/2020	10/10/2019	23/07/2018	13/08/2019	02/10/2020
Cox								
Dixon	03/08/2021	24/02/2017	19/10/2021	19/10/2021	07/07/2017	19/03/2019	20/01/2020	14/12/2020
Djouli	10/02/2021	22/07/2021	04/10/2021	04/10/2021	06/06/2019	11/02/2019	16/08/2019	09/10/2020
Dopke	24/01/2019	01/05/2019	20/01/2020	29/03/2022	09/12/2021	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
Elliot					12/04/2022			
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	10/10/2019	16/07/2018	03/09/2019	02/10/2020
Gallop	10/02/2021	11/07/2019	23/07/2021	23/07/2021	02/10/2020	03/08/2018	13/08/2019	24/09/2020
Gopalam				05/10/2021				
Gullioton	14/07/2021	29/09/2021	29/09/2021	26/04/2022	29/09/2021	30/09/2021	30/09/2021	29/09/2021
Harder	15/02/2021	26/04/2022	11/02/2021	11/02/2021	29/09/2021	04/10/2018	22/11/2019	02/10/2020
Holin	13/05/2021	13/05/2021	11/01/2021		11/01/2021	05/01/2021	05/01/2021	05/01/2021
Hristova	16/03/2020	08/06/2021	23/03/2020		23/03/2020	02/10/2020	07/04/2020	05/10/2020
Jones	13/07/2021							
Jones	22/03/2022	23/03/2022	24/03/2022		23/03/2022	25/03/2022	25/03/2022	24/03/2022
Kaboth	22/06/2021	22/06/2021	22/06/2021		22/06/2021	11/10/2018	22/06/2021	02/06/2021
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
Khazov	11/02/2021	11/02/2021	24/04/2019	05/03/2019	09/07/2019	31/10/2018	02/09/2019	10/02/2021
Kirk	03/07/2019	11/07/2019	18/11/2019	17/06/2021	26/06/2020	13/11/2018	29/07/2019	02/10/2020
Lamers James	02/11/2021	02/11/2021	03/11/2021		03/11/2021	03/11/2021	03/11/2021	03/11/2021
Lin	26/04/2022	02/03/2022	03/03/2022	26/04/2022	03/03/2022	03/03/2022	03/03/2022	03/03/2022
Loader	14/07/2021	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	21/09/2021	24/09/2020	20/07/2018	13/08/2019	24/09/2020
Majewski	22/04/2021	22/04/2021	14/12/2020	14/12/2020	22/04/2021	08/10/2018	04/02/2020	14/12/2020
Manolopoulos	26/02/2021	10/02/2021	25/06/2021	25/06/2021	22/07/2021	30/07/2018	28/10/2019	09/02/2021
Martinez Lopez	12/06/2021	12/06/2021	10/09/2021		13/06/2021	12/06/2021	14/09/2021	14/09/2021
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	21/09/2021	02/10/2020	18/07/2018	22/11/2019	02/10/2020
Maxuti								
McMahon	22/05/2019	08/09/2021	08/09/2021	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
Modal								
Murphy	11/02/2021	12/02/2021	28/09/2020	21/03/2022	28/07/2020	28/07/2020	28/07/2020	27/07/2020
Nandakumar	12/02/2021	12/02/2021	11/03/2020	21/09/2021	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	13/05/2021	13/05/2021	24/09/2020	19/08/2019	15/06/2020	16/07/2018	02/07/2019	24/09/2020
Olaiya	14/05/2021	14/05/2021	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	14/03/2022	11/07/2017	20/10/2020	22/10/2018	02/11/2017	12/07/2017	13/08/2019	02/10/2020
Phillips	22/04/2021	10/02/2021	02/10/2020	02/10/2020	10/02/2021	03/01/2019	02/07/2019	02/10/2020
Rao Gopalam	05/01/2022	05/01/2022		23/02/2022	05/01/2022	05/01/2022	05/01/2022	05/01/2022
Ricciardi	10/02/2021	06/08/2021	22/07/2019	21/09/2021	21/02/2019	06/02/2018	03/07/2019	05/10/2020
Richards	27/01/2022	27/01/2022	17/02/2022	17/02/2022	27/01/2022			27/01/2022
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	13/05/2021	13/05/2021	29/08/2020	08/06/2021	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
Sekar	07/09/2021	07/09/2021	07/09/2021		07/09/2021	07/09/2021	07/09/2021	07/09/2021
Shepherd-Themistoc	27/06/2021	27/06/2021	08/10/2020	09/08/2016	27/06/2021	28/06/2021	28/06/2021	27/06/2021
Smart	15/10/2018	11/02/2021	17/11/2021	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	29/09/2021	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
Townley	10/02/2021	10/02/2021	21/09/2020	26/04/2022	01/09/2021	21/09/2020	21/09/2020	21/09/2020
Tucker	24/09/2019	30/01/2019	19/06/2020	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
Vladisavljevic	09/03/2020	04/06/2021	09/03/2020	07/04/2020	20/11/2020	09/03/2020	09/03/2020	04/06/2021
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
Watton								
Wawrowska	20/07/2021	26/07/2021	21/09/2021		21/09/2021	26/07/2021	26/07/2021	26/07/2021
Whalen								
Wielers	10/10/2021	23/04/2022	25/02/2020	25/02/2020	24/04/2022	05/12/2018	13/08/2019	14/10/2020
Williams	24/10/2019	10/10/2019	08/10/2020	21/09/2021	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	22/04/2021	10/02/2021	27/09/2018	13/08/2019	02/10/2020

Training April 2022

Department	Staff Nos	5 yearly refreshed mandatory training				DSE assessment (Reviewed 5 yearly)	No refreshed mandatory training		
		SHE Induction/ Refresher	Fire Safety	Safe Manual Handling	DSE training		Asbestos Essentials	STFC H&S Management Arrangements	Electrical Safety Essentials
ASTeC	94	99%	99%	97%	99%	93%	99%	100%	98%
Business and Innovation	87	100%	100%	100%	100%	100%	100%	100%	100%
EXSO	17	76%	88%	100%	100%	94%	94%	100%	94%
CLF	193	84%	89%	94%	93%	78%	97%	96%	97%
Digital Infrastructure	77	83%	95%	96%	96%	90%	97%	95%	97%
Estates	199	81%	91%	91%	89%	78%	96%	95%	96%
Hartree	117	75%	89%	90%	92%	85%	94%	93%	93%
ISIS	657	78%	87%	91%	90%	77%	93%	94%	89%
NQCC	21	62%	57%	57%	57%	33%	57%	57%	52%
PPD	82	89%	87%	89%	87%	78%	87%	87%	88%
Programmes	64	67%	80%	86%	86%	86%	88%	88%	84%
RAL Space	341	87%	93%	95%	94%	90%	98%	99%	97%
Scientific Computing	238	97%	96%	96%	97%	97%	97%	98%	97%
SHE Group	22	100%	100%	100%	100%	95%	100%	100%	100%
SPC	54	76%	78%	94%	87%	85%	91%	89%	89%
Technology	276	91%	94%	96%	96%	90%	99%	98%	99%
UKATC	120	91%	97%	96%	98%	89%	99%	99%	99%
UKRI Finance	42	90%	93%	95%	95%	88%	95%	90%	95%
UKRI HR	54	78%	91%	80%	76%	76%	89%	87%	85%
UKRI Commercial	20	75%	80%	75%	70%	70%	65%	65%	65%
CI	0	0%	0%	0%	0%	0%	0%	0%	0%
RCaH	1	100%	0%	0%	0%	0%	0%	100%	100%
STFC Total 29/4/2022	2776	85%	91%	93%	92%	85%	95%	95%	94%

PPD report to RAL SHE meeting

RAL Safety Management Committee

- 26 May 2022
- Successes?
- Any feedback from us?

Department	Nos	90%	88%	89%	89%	75%	89%
PPD	81	90%	88%	89%	89%	75%	89%
STFC Total	3065	83%	85%	86%	86%	78%	89%

SHE Mandatory training of Boulby staff is 100% compliant

Other training issues

Examples of Departmental successes in SHE management

We have launched our mandatory training [self assessment](#) web link: now view the status of their training (Totara combined with SHE spre giving an up-to-date overview of outstanding mandatory training

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

[STFC SHE](#) carried out on 23/03/2022 by a team of three auditors. All interviewed by the audit team and inspections were carried out on tl underground. Initial feedback is positive and final report to be publi: imminently.

explaining to staff...
22

DSE training	DSE assessment	Asbestos Essentials
89%	75%	89%

Department	PPD	Period (Q/FY)	Q4 2022/23																											
Learning from Departmental SHE incidents for others	incidents reported in PPD: <ul style="list-style-type: none"> • Boulby Mine I08694 (& I08692 & I08877): Minor incident occurred on 2nd Feb 2022 when an open blade was left in a toolkit resulting in a cut finger. Incident Severity: Minor																													
Significant findings from Department safety tours	In addition to the RAL lab safety tour, one safety tour at Boulby has been conducted.																													
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>175</td> <td>29/10/2021</td> <td>PPD labs</td> <td>20%</td> <td></td> <td></td> </tr> <tr> <td>36</td> <td>05/12/2018</td> <td>PPD labs</td> <td>100%</td> <td></td> <td></td> </tr> <tr> <td></td> <td>21/03/2022</td> <td>Boulby</td> <td>100%</td> <td></td> <td></td> </tr> </tbody> </table>			Tour Ref.	Date	Area	Actions			Complete	In progress	Overdue	175	29/10/2021	PPD labs	20%			36	05/12/2018	PPD labs	100%				21/03/2022	Boulby	100%		
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PPD Q4 report from RAL-SHE

Author: Chris Dickinson
Date: April 2022

Document Reference: PPD SHE report Q4 2020-21

PPD HEALTH AND SAFETY MANAGEMENT COMMITTEE

SAFETY, HEALTH AND ENVIRONMENT REPORT:

Q4 2021/22: 1st January 2022 to 31st March 2022

To note:

1. The information provided in section 2 (SHE Group communications and SHE Code updates) should be cascaded within PPD as appropriate, ensuring implementation of any changes to code requirements.
2. Overdue safety tour actions should be undertaken promptly and recorded on SHE Assure to formally close off the action when it has been completed. It is possible that actions may have been completed in some cases, but not recorded, and the data may require cleansing.
3. PPD staff who have not completed the DSE assessment module must be encouraged to so, as both modules are required to formally complete the training, and to close the gap between the two modules of the course. Although uptake of most mandatory courses is good (either exceeding the 90% target or approaching it), the DSE assessment module continues to be significantly lower at 75%. Totara updates now allow Line Managers to check the status of staff mandatory training directly from Totara, as well as refresher dates.
4. An all code audit of Boulby Mine was completed in Q4, and the report is in preparation.
5. The department should review its progress against the 2021/22 Health and Safety objectives.
6. Committee members are asked to note the details of the major incidents reported in Q4 (appendix 1) and to disseminate learning as appropriate.

RPS report



PPD (RAL site) RPS report

Z Zhang

Sealed sources in PPD		
Source	Owner	Storage Location
Cf-252	Pawel	Lab5
Fe55	Pawel	RAL Central store (?)
Rn222	Maurits	R5.2
Fe55	Gary	RAL Central store
Co60	Gary	RAL Central store
Sr90	Gary	RAL Central store

To do:

- Set local rules
- Record the movement (us)
- Check the location (us)
- Leakage test (RAL central)

Queries:

- Can we store sources in one lab and use it in another lab?
- Who is the RPA for PPD?
- Cannot see all our sources in the ISOstock?

Feedback from RAL radiation meetings:

- Meeting XXX scheduled for YYY

AOB

