**PPD SHE Management Committee – 18th May 2022**

**Present**: 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)*

John Matheson *(COSHH Assessor)*

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

Tony Murphy *(H & S Manager Boulby)*

**Actions from Last Meeting 11th Feb 2022**

1. New Lone Working document has been drafted.

*Now that the ground floor labs in R1 have been refurbished, and staff are moving in, we need to further discuss responsibilities. Hopefully by the time of the next meeting, each lab will have a proper safety contact. There are actions outstanding from the previous safety tour which can now be addressed. There will need to be a new safety tour of the newly refurbished labs.*

1. Guide to disposal of rubbish required for the department – Terry will produce when she hears back from Estates.

*Not produced yet. No real response from Estates, other than we cannot have any permanent containers outside the lab. Guide will be completed and sent out to departments.*

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

*Gary will report at the end of this meeting and in future meetings.*

**Covid** **L2 operations**

STFC is now on Alert Level 1 as from 1st April 2022. CO2 monitors to remain. Sanitisers will also remain.

**Boulby Status**

No report presented as no-one attended from Boulby.

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

* **New SHE notices**:

SN285 – annual update of SHE management arrangements by STFC. There are no significant changes this year.

Confined spaces – probably none at PPD, maybe at Boulby.

New Starter Health Questionnaire – remember changing health conditions of staff.

Fire Notice

Assessment of newly acquired equipment

Estates Technology Forge – system for reporting safety incidents. This is perhaps not working at present as Estates are understaffed. Maurits has reported the sheer drop in the PPD store on the ground floor of R1 several times. The notice on the door says that it should be kept locked at all times, but no-one knows where the key is! No response from Estates as yet.

* **Incidents**:

One minor incident at Boulby – staff member injured by a glass scraper

* **Audit record** - February 2022

PPD is in the green on this record

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

All completed. A new list will be issued soon for 2022/23.

* ***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 September 2021
  + 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 in R1 to be thoroughly risk assessed – in process
* ***Training Landscape***
* Mainly new staff who have not completed training. Line Managers should remind staff to complete this. DSE training is falling behind – again Line Managers should be reminding staff to do this, both for office work station and home work station. All staff have now been contacted by Debbie with a link to their current training record.

**PPD Q4 report from RAL SHE Group**

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

* + There is a new function within Totara allowing line managers to check the status of staff mandatory training.
  + One minor incident as mentioned above.
  + Safety Tour Actions – 31 overdue
  + Risk assessments – none are overdue in this quarter
  + Staff training – new staff should be completing their mandatory training within their first month
  + Audit programme for 2022-23 has just been issued
  + SHE code updates – minor addition to ‘Movement of Vehicles’, and update to ‘Testing and Inspection of Electrical Equipment’ – review for department
  + Fire Risk Assessments within PPD are all up to date – R5.2 needs to be signed off
  + Health Surveillance medicals carried out for PPD – 11
  + All serious injury/illness incidents on site related to Covid transmissions/illnesses. Covid incidents will no longer be reported as we are on Alert Level 1.
  + Potentially serious non-injury incidents:
    - Technology Building 115 – inspection missed when building handed over to the department in 2019 – discovered when modifications made.
    - Window of an optical cavity popped under pressure when pressure limit set too high
    - Piece of fascia fell from Building R92 overnight
    - ISIS – Power supply blew a sub converter

**PPD (RAL site) RPS report – see slide on Indico within Maurits report**

During the last year’s lab refurbishment, all radiation sources have been at the RAL central store.

Now local rules need to be set for the recording of movement and location of sources, and for leakage testing.

Gary to provide feedback from the quarterly RAL Radiation meetings to the SHE Committee.

To find out: Who is the RPA for PPD?

Gary needs to be able to access all sources on ISOstock

**PPD report to RAL SHE meeting**

Next RAL Safety Management Committee meeting will be 26th May 2022.

Anything to be added, please let Maurits know.

**Any Other Business**

None

**Actions**

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

**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 –** Aug/September 2022

*Terry & MvdG 18th May 2022*