**PPD SHE Management Committee – 16th January 2023**

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

Dave Newbold *(Chair and PPD Director)*

Michael Hirsch *(Prospect Union Rep)*

Peter Phillips *(Manager Lab 5)*

 Fergus Wilson *(Division A Head)*

Atanu Modak *(Manager Lab 9/10)*

Sergey Balashov *(Manager Lab 7)*

Robin Middleton *(Manager Lab 12)*

Mark Tucker *(Manager CREF Lab & rep on Water Steering Group)*

**Via Zoom:** Manny Olaiya *(Building Fire Manager)*

Gary Zhang *(Radiation Protection Supervisor)*

Kristian Harder *(Manager Lab 6)*

**Apologies:** Garth Harris *(STFC RAL H & S Rep)*

Tony Murphy *(H & S Manager, Boulby)*

Terry Cornford *(Secretary)*

**Actions from Last Meeting 9th November 2022**

Action – Maurits make list of lab Managers available to all. *Completed.*

**STFC Health and Safety Management Arrangements update**

 Please read the STFC H & S Management Arrangements and ensure that colleagues

have also read and understood these – access can be found on the STFC SHE website.

**Incident Reporting**

 Ensure that all incidents are reported including near misses.

**Boulby Report**

No accidents and only one incident which happened in October – a thermostatic control on an air con unit melted the top of the unit over the weekend.

**RPS Report**

* Please advise Gary of any use or movement of sources.
* Lab 5 and Lab 9 need to be approved for radiation use.
* Jens to be RPA for the x-ray set? Gary only needs to know about sealed sources.
* Dosimeters needed?

**Action** – discuss with Jens and Gary.

**Labs Discussion**

* Structure of the labs:

Lab Managers

DSC safety contact (Maurits) is the contact between SHE group and PPD

RPS radiation protection supervisor - Gary

COSHH – chemicals - Ben Smart

LRO laser responsible officer - Giulio

Cryogenics officer – should we appoint someone? There is a training course available.

Electrical safety – was Tim Durkin who was also the PAT tester

**Action** – appoint new electrical safety officer.

* Add R1.15 to the list of labs. It is basically a TD lab but PPD staff do work there.

Who is aware of access to this lab and ensuring that visitors to this lab have completed the relevant training?

**Action** – find out!

* Lab 8 has workshop associated with it – needs some attention safety wise.
* Lab 13 – mostly storage - needs someone to manage.

Important for lab managers to keep record of all risk assessments etc. Specialised activities need to be risk assessed by the person concerned. Lab managers – please think about the activities in your lab.

 **Action** – to have gone through all the risk assessments by the next SHE meeting.

* **Action** - outstanding actions from lab safety tours – to be completed ASAP.
* *Maurits – e-mail re: lone working - review work practices/hours of all lab users*
* Fergus putting together help documentation for lab managers
* Lab cleaning
* Entry systems: Lab managers asked to review who should have access to their lab and send corresponding list to Debbie. Debbie will reset swipe access to allow confirmed names only to have swipe access.
* Regular tidying of labs
* Dark room
* Unlabelled bottles - COSHH manager should be aware.
* Water steering group – a site wide committee which ensures there is no risk of legionella in work environment. Each dept needs one person to flag up equipment in dept which might have a legionella risk attached. Mark has e-mailed lab managers but not all replied.

**Action** - please reply to Mark.

* Peter – lab phones. Lab 5 now has a standard phone- has been a problem in the past. Zoom phone. *Maurits to raise it at RAL meeting or Estates.* Fergus has arranged phones for all PPD labs

**STFC 2022/23 H & S Objectives**

* Debbie is looking for a suitable date for an event on mental well-being
* Contractor management - reminder that this is for all contractors even those on site for only a few hours.

**PPD 2022/23 H & S Objectives & Plans**:

* + Safety Training/communication – ensure PPD staff are aware of training status - ongoing
	+ Health and Well-being event for PPD line managers – November 2022
	+ Health – ensure working in a safe and healthy environment - throughout 22/23
	+ Lab Safety - PPD lab space in R1 to be thoroughly risk assessed – in process
	+ SHE management – PPD strategy review – meeting took place last week

**Training Landscape**

* Raja’s new programme enables all staff to see their outstanding training. He will forward a report on this to Terry on a regular basis so she can correct any errors in the staff list.
* Training status of STFC departments - PPD has no green categories.

**PPD report to RAL SHE meeting**

Next RAL Safety Management Committee meeting will be 8th February 2023.

Anything to be added, please let Maurits know.

**Any Other Business**

**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.
* Autumn: **Office Tour** (every 2 years; next in 2024)
* Dec: **Lab Tour** … include R115 Clean Rooms. Last done Oct 2021 (R115 was not included)

**Next Meeting –** 26th April 2023

*Terry & MvdG 16th January 2023*