



Issue:	01 - 2024/25
Author:	Richard Corrigan
Status:	FINAL
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Document Title	ROE SHE IMPROVEMENT PLAN 2024/25
Issue	FINAL
Date	April 2024

	Name	Signature	Date
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Contributors	
ROE SHE Committee	



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1. Executive Summary

The Safety Health and Environment Improvement Plan (SHEIP) is an annual documented programme of work drawn up by each unit or department and is aimed at improving its SHE Performance. The requirements of the plan are outlined under STFC Safety Code No 7. The UK ATC SHE Improvement Plan for ROE is produced to comply with these requirements and will be reviewed annually and updated as necessary to take account of any policy changes within STFC.

The ROE is host to STFC employees, University of Edinburgh staff and students, tenants, contractors and visitors, with world leading astronomical technology and research as its main function.

The ROE management team are committed to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for its staff. This is combined with effective management of Health and Safety risks on site. ROE Management requires that all projects, activities and operations comply with the Health and Safety at Work Act 1974 and relevant subordinate health and safety legislation. STFC SHE Codes are also used as guidance for staff covering a range of the major hazards on STFC sites.

The scope of this plan and the STFC SHE Management System will apply to all at the ROE.

The SHE Improvement Plan is proposed by the Estates & Safety Manager, discussed and agreed with the SHE Committee and approved by the ROE site Director (STFC Director of the UKATC). Its implementation will be monitored at each quarterly meeting of the Safety Committee.

2. UK ATC Safety Management

Documentation

In addition to the STFC SHE Policy and Codes, the STFC SHE Website is the main source of SHE information. This website contains master copies of key SHE management information and is accessible to all staff at the ROE at the following link:

- STFC SHE Web Site: - <https://ukri.sharepoint.com/sites/thesource-stfc/SitePages/STFC-Safety-Health-and-Environment.aspx>

SHE Responsibilities

The following safety responsibilities exist on the ROE site, with appointed roles documented in the SHE Directory at: <https://org.stfc.ac.uk/sites/SHEDir/Pages/Responsibilities.aspx>

Responsibility / Area	SHE Code (for Reference & where applicable)	Person
Director UK ATC & Safety Committee Chair		Gillian Wright
Estates & Safety Manager		Richard Corrigan
Safety Advisor		Eleanor Horsburgh
STFC SHE Advisor		Dave Poole



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Head of Institute for Astronomy		Ken Rice
Edinburgh University Safety Contact		Neil Corsie
Edinburgh University Fire Safety Advisor		Thomas McGrath
BID		Donald MacLeod
Asbestos Control Officer	SHE Code 35	Richard Corrigan
Legionella Responsible Person	SHE Code 38	Ian Morrison
Deputy Legionella Responsible Person	SHE Code 38	Steve Grieve
Electrical Authorising Engineer (site infrastructure)	SHE Code 34	Ian Morrison
Electrical Competent Person (UKATC equipment & instruments)	SHE Code 34	TBC
Electrical Competent Person (site infrastructure)	SHE Code 34	TBC
Pressure system nominated engineer (Estates infrastructure)	SHE Code 33	Ian Morrison
Pressure system nominated engineers (UKATC kit)		David Montgomery
Fire Safety Manager	SHE Code 32	Steve Pickston
Building Fire Manager	SHE Code 32	Richard Corrigan
LOLER Manager	SHE Code 26	Graham Wilks
LLO (Lifting Liaison Officer)	SHE Code 26	Graham Wilks
Working at Height (Permit to Work Issuers)	SHE Code 9	Ian Morrison & Richard Corrigan
Co-ordinate Work on Building & Infrastructure	SHE Code 19	Richard Corrigan & Ian Morrison
COSHH Manager	SHE Code 19	Graham Wilks
COSHH Assessor	SHE Code 19	Eleanor Horsburgh
Overall Laser Responsible Officer (OLRO)	SHE Code 22	Bill Brzozowski
Disposal of controlled and hazardous wastes	SHE code 31	Eleanor Horsburgh
Ladder Inspector	SHE Code 9	Steve Grieve
PAT test operative	SHE Code 17	Duncan Bogaert
PAT test operative	SHE Code 17	Isley Alvarez



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PAT test operative	SHE Code 17	Mark Cliffe
PAT test operative	SHE Code 17	Graham Tait
PAT test operative	SHE Code 17	Ross Waterson
PAT test operative	SHE Code 17	Kenny Campbell
PAT test operative	SHE Code 17	Steve Grieve
PAT test operative	SHE Code 17	Bruce Young
PAT test operative	SHE Code 17	Ian Morrison
Risk Assessor	SHE Code 6	Eleanor Horsburgh
Risk Assessor	SHE Code 6	Saskia Brierley
Risk Assessor	SHE Code 6	David Lee
Risk Assessor	SHE Code 6	Dan Hillier
Risk Assessor	SHE Code 6	Abi Ashton
Risk Assessor	SHE Code 6	Graham Wilks
Risk Assessor	SHE Code 6	Richard Corrigan
Risk Assessor	RG/12	Mark Nichol
Risk Assessor	IfA	Ken Rice
Risk Assessor	IfA	Sadegh Kochfar
Risk Assessor	Copeland	Lynn Ritchie
Risk Assessor	Labs	Mark Cliffe
Risk Assessor	Work Experience	Abi Ashton
Risk Assessor	C2	Ewan Brown
First Aider	SHE Code 36	Lynn Ritchie
First Aider	SHE Code 36	Philip Best
First Aider	SHE Code 36	Mark Nicol
First Aider	SHE Code 36	Cyrielle Opitom
First Aider	SHE Code 36	Saskia Brierley
First Aider	SHE Code 36	Eleanor Horsburgh
First Aider	SHE Code 36	Noah Schwartz
First Aider	SHE Code 36	Ciaran Fairhurst
First Aider	SHE Code 36	Britton Smith



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Building Fire Warden – 1894 Building	SHE Code 32	Ken Rice, Colin Snodgrass
Building Fire Warden – Bruck Buildings	SHE Code 32	Adam Carnall, Cyrielle Opitom, Philip Best, Sergey Kuposov, Andy Lawrence, Ross McLure
Building Fire Warden – Copeland House	SHE Code 32	Lynn Ritchie, Phil Rees
Building Fire Warden – Lodge	SHE Code 32	Reception staff
Building Fire Warden – South Building	SHE Code 32	Carol Watson/Catering Manager
Building Fire Warden - Workshop	SHE Code 32	Scott McPhee and Richard Kotlewski
Building Fire Warden - East Tower	SHE Code 32	Derek McLeod & Eric Tittley
Building Fire Warden - Visitors Centre	SHE Code 32	Dan Hillier & V/C Staff
Building Fire Warden - Crawford Building Labs	SHE Code 32	Users
Building Fire Warden - Crawford Building	SHE Code 32	Saskia Brierley, David Lee, Mark Nicol, Lawrence Bissell, Douglas Harvey
Building Fire Warden – Villas Building	SHE Code 32	Will Cochrane, Jennifer Keogh, Joel Harman
Building Fire Warden – Higgs building	SHE Code 32	Mike Read, Eckhard Sutorius, Mark Holliman, Nick Rowell & Nicholas Cross

2.1 Training

For specific roles and activities training requirements are assessed and then organised or delivered by each individual's management. If assistance is required in arranging training courses and activities, assistance can be sought from the Safety Manager & Safety Advisor. STFC SHE Codes detail the training required to understand and protect against specific hazards.

Details on STFC training can be found at: <https://staff.she.stfc.ac.uk/Pages/staff/she-training.aspx>
The Safety Manager holds a copy of the UKATC Safety Training Matrix which is based on the training requirements in the SHE Codes and individual records can be accessed by requesting details from the Safety Manager or Safety Advisor. Line Managers assess all training requirements during the Annual Appraisal process, and details of any mandatory training requirements are sent to Heads of Group quarterly. Where appropriate the Line Manager and individual members of staff identify specific, SHE related, training objectives as part of the appraisal process.

2.2 Site Safety Committee

STFC requires that each site has a safety management committee established to oversee all aspects of safety, health & environmental matters. Their Terms of Reference can be found in the STFC H&S Policy - <https://staff.she.stfc.ac.uk/Pages/Policies.aspx>



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The ROE Safety Committee meets quarterly to oversee safety management and it takes its guidance from the overall STFC Health & Safety Policy and Safety Codes. The committee receives statements, annual safety reviews, reports from safety officers and advisors including the TU safety representative, and results of safety tours (including actions arising from them) carried out since the last meeting. General topics include:

- Incidents and near miss reports
- Revised control measures and actions
- SHE Training
- Environmental matters

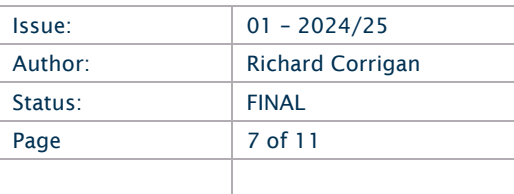
Meeting minutes are displayed on the SHE Notice Boards around site and uploaded to Sharepoint

Committee membership includes senior managers, TU representatives, safety officers and advisors.

The Safety Manager attends the monthly UK ATC Operations Management Meeting where safety is part of the OMM Standing Agenda. The Director represents the site at the quarterly STFC SHE Management and Consultation Meetings. Items of concern that are raised at these meetings are then cascaded down through the ROE site via management meetings and Group Safety Meetings.

The Safety Committee Members for 2024/25 are:

Gillian Wright	Chair
Richard Corrigan	Safety Manager
Graham Robinson	Engineering Manager
Eleanor Horsburgh	Safety Advisor
Chris Waring	TU Representative
Dave Poole	STFC SHE Advisor
Katie Morris	TU Representative
Dan Hillier	Visitor Centre
Ken Rice	Head of IfA
Neil Corsie	UoE School of Physics H&S Manager
Euan Harvey	BID
Graham Wilks	Workshop / Labs
Kenny Campbell	Engineering Rep



There is a timetable for safety management code audits to be completed each year. STFC SHE Safety Group has a STFC wide Audit Programme which is issued on an annual basis. This programme covers the audits to be carried out by internal and external auditors and an example of audits can be seen below, along with the status of actions as of 7th March 2024:

			H&S management system	Hazardous substances		COSH	Lone working	Leggible	Radiactive waste	Electrical safety management	Controlling Pollution	Controlled and hazardous waste	All codes - Bulby Mine	Fire and Emergency Management	DSEAR	ING	CDM	Work at height	Manual Handling	PUMPER	Pressure and Vacuum	Radiation at work	Swinford Office	Cryogenics	Confined spaces	Risk Management
Department																										
Report issued	Mar-19	Mar-20	Aug-20	Aug-20	Feb-21	Apr-21	May-21	Nov-21	Dec-21	Jan-22	Feb-22	May-22	Aug-22	Aug-22	Jan-23	Feb-23	Feb-23	May-23	Jul-23	Sep-23	Nov-23	Nov-23	Jan-24	Mar-24	Mar-24	
CLF	0/0		2/2	2/2	3/3	7/7	1/1		2/2		7/7		2/2	0/0		0/0	6/7	2/2	1/2	0/0	1/1		2/2	1/3	0/2	
SIS	1/1		1/1	1/1	1/1	7/7	3/3	4/6	2/2		15/15		8/8	2/2		0/0	1/1	2/2	2/2	0/0	4/5		2/3	0/2	0/8	
Digital Infrastructure			8/8			7/7			4/4								1/1	2/2	2/2	2/2					0/7	
Estates	6/6		18/18	20/20		12/12	12/12		13/13	3/5	13/13			9/9	0/2		7/7	4/6	2/2	2/2	2/2			1/5	2/6	0/14
HR																										
SHE GROUP	5/5	44/46	6/7	1/2	2/4	11/12	21/23	5/5	17/18	5/6	16/17	0/0	6/21	6/18		6/7	4/4	2/7	1/1	3/3	6/6			0/1	0/4	0/15
TECHNOLOGY	2/2		1/1		5/5	6/6	6/6	1/1	1/1	12/12			5/5	0/0		6/6	1/1	1/1	2/2	2/2			3/7	1/2	0/7	
RAL SPACE	0/0		1/1	0/0	2/2	7/7	1/1		2/2		3/3		7/7	4/4		1/1	9/9	3/3	1/1	6/6			0/0	0/2	0/4	
ASTEC	0/0		3/2		3/2	8/8	1/1				1/1		4/4	1/1		0/0	4/4	0/0	2/3	1/1	0/0		0/2	0/0	0/4	
UKATC	0/0		3/3	1/1	2/2	5/5			1/1	3/3	3/3		3/3	2/2		0/0	0/0	0/0	1/1	0/0			0/0	0/0	1/2	
SO - Programmes																						5/10				
Strat Plan & Commis																										
PPD						6/6						0/0										3/3				
SCIENTIFIC COMP.						7/7																				
FINANCE																										
RC&H	1/1		2/2				16/16				6/6		2/2	5/5		0/0	0/0	1/1	0/0	0/0			2/3	0/0	0/4	
Cockcroft	0/0		0/0															3/3	1/1	0/1			0/0	0/0	0/2	
BID	0/0		2/2		0/0	7/7	4/4				7/7		4/4	1/1		7/9	0/0									
ING															11/37											
Hartree																										
Bulby Mine												5/13														
NGCC																				0/3			0/1	0/0	0/5	
TOTALS	15/16	44/46	47/48	25/26	17/19	106/107	49/51	10/12	42/43	11/14	83/84	5/13	50/65	21/35	11/37	27/30	29/32	16/21	13/1							

Safety Tour/Audit	Number Conducted	Number of Actions	Number of Recommendations
STFC Audits (reports received)	4	2	5
UKATC Safety Tours	7	16	

Objective	Performance
1. Actively support staff Mental Health and wellbeing	A discussion and coffee talk from SAMH (Scottish Association of Mental Health) was held for International Men's Day and also a well-being related talk on endometriosis for International Womens Day was organised. Reduction in absences due to mental health unknown – this is to be analysed at STFC level
2. Improve the quality of contractor management on STFC sites	Only 2 out of 19 reported incidents was contractor related



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	STFC Contractor Management training was run on site, with 12 attendees
3. Establish and deliver asset fire safety management project	Fire strategy reports produced for each building Building FRAs produced by external consultant Building fire alarm systems upgraded to multi-sensor detection and L2 coverage as a minimum
4. Improve STFC chemical safety management and COSHH risk assessment quality	No STFC Committee established yet Many local RAs reviewed but responsible roles within groups still to be identified
5. SHE Codes	Updates received by all relevant staff via OMM meeting reports and quarterly safety reports
6. Site clean-ups	De-cluttering day was booked in with skip hire, and all site users notified in advance
7. SHE Codes and Directory	SHE Directory is up to date SHE Manager and Advisor have been approached by staff throughout the year regarding codes
8. Energy usage in buildings	This has not taken place. Delays with the implementation of the energy monitoring system have meant no baseline can be established

4. Incident and near miss reporting

Incident type	Number of incidents	Severity		
		Minor	Moderate	Major
Near miss	7	5	2	0
Injury (work-related)	8	8	0	0
First Aid	0	0	0	0
Vehicle	2	2	0	0
Fire drill	1	1	0	0
Environmental	1	0	1	0
Ill Health	1	1	0	0
Total	20	17	3	0

5. SHE Training (All Staff)

5.1 STFC SHE Code 10

This SHE code identifies that mandatory SHE training is a requirement for all staff. The first of these is provided on appointment to STFC. New arrivals to the site will receive an on-site Safety and Fire Awareness induction by safety staff, and staff will be able to log-in to the SHE website to allow them to carry out the mandatory on-line training. This currently includes Fire Safety, DSE



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training and self-assessment, Manual Handling, H&S Policy Bitesize, Electrical Essentials and Asbestos Essentials.

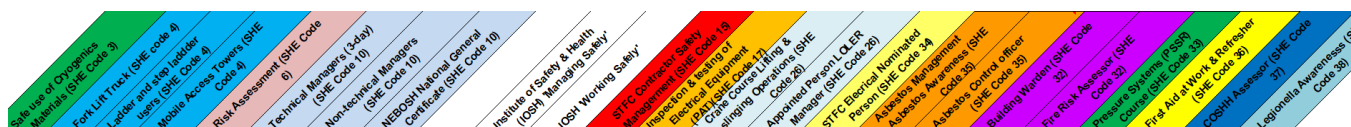
Individuals are to review their own personal safety training requirements and highlight any training requirements during the Annual Performance Review (APR) process with their Line Managers. This should also be captured on the individual Learning and Development Plans as part of this annual process. Line Managers should take this opportunity to identify that the individual has completed the STFC Mandatory Training and any job or hazard specific safety training requirements to undertake their role and responsibilities safely.

A SHE training catalogue is also available on the SHE Website and this can be used when reviewing and identifying training needs during the APR process. The web page for SHE training is at: <https://staff.she.stfc.ac.uk/Pages/staff/she-training.aspx> If you have any questions please do not hesitate to contact the Safety Manager.

All IfA staff and students and all BID tenants also receive a site induction covering safety and fire awareness.

5.2 Training Matrix

Following a review of the STFC Safety Codes to identify the training requirements for the staff at the UKATC, a training matrix has been developed. The master copy of the training matrix can be viewed on request to the Safety Manager or Safety Advisor and a copy is forwarded to SHE Group (Samantha Morris) to assist in centralised record keeping. An example of the training that may be required can be seen in the Training Matrix headings below:



The current mandatory training figures for UKATC staff are:

Mandatory Training	Completed
DSE Training	100%
DSE Self- Assessment	99%
Manual Handling	100%
Induction & Fire Awareness	100%
H&S Policy Bitesize	100%
Asbestos Essentials	100%
Electrical Essentials	100%



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6. SHE Improvement Targets & Plans for 2024/25

Objective	Detail	Responsibility	Target/Measures
Improve quality and awareness of Risk Assessments	Particularly around projects and completing the actions that RAs highlight	Project Managers	Risk Assessments completed where necessary, and all relevant staff made aware of the contents and how to access them
Undertake project emergency response scenarios	Develop scenarios to test the on-site emergency response with particular focus on hazardous environments such as labs, and arrange an emergency response awareness session. A combination of table-top and on-site discussion should be used to evaluate the potential response and any actions required then undertaken.	Engineering Manager/Safety Manager/UKATC Director	Emergency response scenario undertaken and outcomes and actions documented
Improve Mental Health and wellbeing	Directors to review their Department's mental health and wellbeing developing suitable intervention(s) to address them, with a particular focus on middle management capability to manage, and recognise their own, mental health and wellbeing.	Group Leaders	Lack of/reduction in absence for mental health reasons
Improve Contractor Management	Undertake a review and audit of the implementation of SHE Code 15: 'Control of Contractors'. Ensure Departments have sufficiently trained Contract Supervising Officers to supervise contracted works.	Safety Manager/Advisor and Group Leaders	Any staff that will be supervising contractors to be identified and enrolled on STFC Contractor Management training (Note: 11 Staff undertook this training in January 2024)
Fire Risk Management System	Develop a Fire Risk Management System including policy, guidance and processes. Through specialist contractor support complete and refresh building fire strategies and fire risk assessments and a system to manage, prioritise and track emerging actions to improve life and asset/property fire risk management.	STFC Fire Safety Manager Estates	FRM System in place FRAs completed Fire Strategies completed Actions prioritised for completion
Improve chemical safety	STFC Chemical Safety committee to continue to develop COSHH code to improve quality of COSHH risk assessments. Identifying where Respiratory Protection Equipment (RPE) is required and completing associated face fit testing and link to OH monitoring. Pilot the use of Sypol software as part of	STFC Chemical Safety committee UKATC COSHH Manager	Updates to COSHH code implemented



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	a solution to manage STFC's COSHH risk assessments. Responsible roles within relevant groups to be identified	Group Leaders Head of IfA	Sypol software used for COSHH Assessments Responsible roles identified
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6. Risk Management (All Staff)

General

Staff working on facilities or in laboratories outside the responsibility of their normal working environment should familiarise themselves with any local rules and applicable safety documentation.

For working at the ROE the following guideline should be adhered to:

- Implement Safety Code No 6 (Risk Assessment)
- Carry out a Risk Assessment for all projects, procedures and/or facilities (including experimental apparatus) to cover all of activities where the ROE holds the SHE responsibility. Where applicable this may include carrying out a COSHH assessment and writing a method statement/Safe System of Work.
- Input Risk Assessment data on Evotix Assure
- Make sure that equipment users are fully aware of the Risk and Risk Assessments, and they fully understand the safety procedures and how to use the equipment correctly
- Make sure that any new equipment that is purchased or other equipment brought to site for use by staff is safe and is tested accordingly, before being used and all Operating and Maintenance instructions are provided
- Respond to SHE notification of requirement for Risk Assessment Renewal/Update as instructed and to ensure all new activities are subjected to RA documentation when appropriate.
- Staff responsible for developing Area Hazard Assessments should include lone working instructions as required for their area of responsibility

7. Health & Safety Contacts

First line of contact for information regarding this Improvement Plan or if you require any other Safety Information then please contact:

Safety Advisor Eleanor Horsburgh in the Lodge Room L7, Zoom phone: 9365 or at Eleanor.horsburgh@stfc.ac.uk

Safety Manager Richard Corrigan in the Lodge Room L9, Zoom phone: 9363 or at richard.corrigan@stfc.ac.uk

SHE Advisor Dave Poole, Daresbury Laboratory, Zoom phone: 3874 dave.poole@stfc.ac.uk

Fire Safety Manager Steve Pickston, RAL, steve.pickston@stfc.ac.uk