



MICE CM43

Operational Management

- *Our latest Near Miss*
- *Re-organisation*
- *Operational Policy note*
- *Planning*
- *HR codes of conduct and discipline frameworks*

Andy Nichols, STFC, 30-10-15



Our latest Near Miss



- *Earlier in October, we had a ‘Notifiable Dangerous Occurrence’ in R5.2*
 - *It was reported to STFC SHE Group (Safety Health and Environment) in the usual way the following day*
 - *Will not go into details here, but they can be found at:*
<http://www.she.stfc.ac.uk/SHE/SHE+Enterprise/21432.aspx>
 - *It was classified as Major*
 - *But nobody got hurt, or nothing got broken (that wasn’t already broken)*
 - *It is being taken very seriously indeed by STFC*
 - *It initiated an independent enquiry by ISIS and SHE, which has now reported*
 - *Recommendations.....*



Our latest Near Miss



.....there were several, but these are the only ones I'm worried about:

- 'MICE provide clear lines of communication and responsibilities to MICE personnel. These should state who is in charge of the MICE operational equipment and define who is responsible for contacting expert advice when required.'*
- 'Only one person at any one time should be considered to be in overall charge of the MICE equipment and be given the authority to decide if the equipment is safe to operate and to contact expert advice when required. This person must be someone who is actually present in the MICE hall at the time'.*



Reorganisation



- *The problem is on two levels:*
 1. *How STFC chooses to manage its visitors while on its premises*
 2. *How MICE organises itself internally and works safely*
 - *Get point one right and the other will follow....*
- *As a semi-detached observer:*
 - *Point One is dangerously weak (through no fault of MICE)*
 - *Point Two is quite a complicated structure*
- *Work is in progress to map the MICE commissioning and running activities onto the ISIS experimental model*
 - *If done correctly, it might tackle both areas*
 - *So far, only have a two-page page summary of idea and simple organisation chart (and many meetings with VIPs)*
 - *But in safety and management terms, whatever we do will only be endorsed by STFC through the MICE-ISIS Safety Committee and SHE Group*



Reorganisation/policy note



- *Policy note is awaiting ISIS approval, but the basics are:*
 - *Hall activities are strictly divided into:*
 1. *Experimental running and data-taking*
 2. *Commissioning, construction & maintenance*
 - *All activity is under the control of a Duty Coordinator (new post)*
 - *24/7 running and data-taking will continue with MOM supervision and the DC on-call, but not necessarily in the MLCR*
 - *24/7 commissioning will only take place if DCs can be deployed in Hall/MLCR for entire shift cycle*
 - *Commissioning during STFC conditioned hours can take place with DC present*
 - *Changeover between activities will be a formalised sign-off*
 - *Something like a much diluted ISIS OP i document*
- *But the key point to remember is that:*
 - *The Duty Coordinator has delegated authority over the work, whatever type it is*





Top-level responsibility for the MICE experiment is retained by the Director of Particle Physics Department (PPD) at RAL, Dave Wark.

The *Group Leader in Matters of Safety* (GLIMOS), Andy Nichols (TD), carries delegated safety responsibility from the Director of PPD.

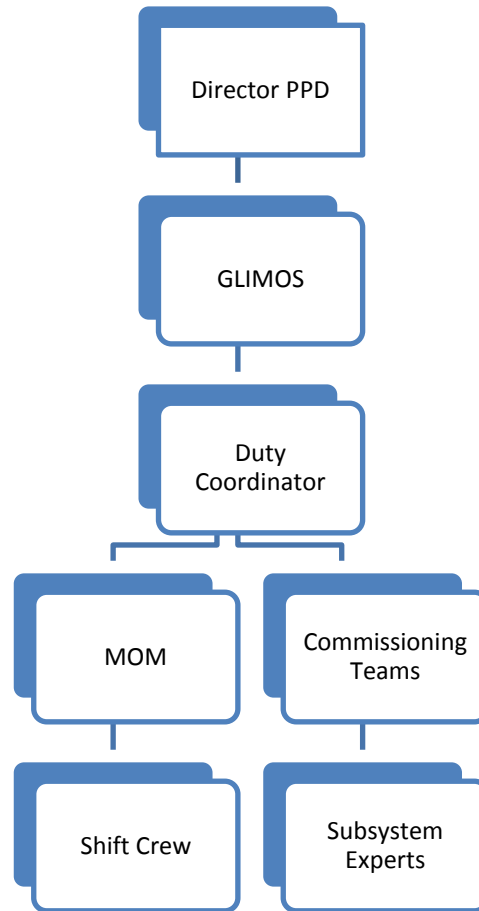
Day-to-day coordination of all aspects of the experimental commissioning and experimental running will be carried out by a *Duty Coordinator (DC)*. Four of these posts are required to cover the anticipated twenty four hour coverage (*for commissioning and maintenance only*); Paul Hodgson and Victoria Blackmore are about to be formally appointed and work is underway to shortly fill the remaining two posts. The Duty Coordinator will report to the GLIMOS.

Planning



- *Writing a document is one thing, but making it work is another.....*
 - *If we are to make a strict demarcation between the work patterns, planning has to be much more effective and built in to the process*
 - *Obvious really.... the two flavours of work need to be dovetailed properly, certainly better than we do now*
 - *Just a suggestion, could we make the Monday Ops meeting the venue for this?*
 - *Better representation from commissioning side*
 - *Give the meeting sufficient influence, for example.....*
 - *'if you don't attend, you can't do your thing'*





*Basic organisation chart,
showing reporting line only*

RCUK conduct framework



- All MICE visitors sign up to abide by the RCUK employee codes of conduct, which can be found here:

<http://www.rcuk.ac.uk/about/aboutrcuk/aims/workingforrcs/harmonised-employment-terms-and-conditions/>

- It's worth a look.....
- And the STFC Guide to Managing people is here:
<http://staff.stfc.ac.uk/people/hr/Documents/LineManagerGuide.pdf>
- Pages 30-31 describe the misconduct-related discipline procedure
- It will be invoked for any abuses of the codes of conduct by visitors while on STFC premises – this statement has been endorsed by STFC HR
- **For the purposes of this framework, I am the Line Manager (LM) and Dave Wark is the Senior Line Manager (SLM)**

