

**Minutes of the SAAS Health and Safety Meeting
Held at Gyleview House
On Wednesday 15 June 2005**

Present Frances Donnelly (Chairperson)
Calum Robertson
Alan Scott
Fiona Watson

In Attendance Christine Watson

Apologies Yvonne Starrs
Tracy Richardson

Frances Donnelly welcomed everyone to the meeting.

1. Minutes of the Previous Meeting

1.1 The minutes of the previous meeting were agreed.

2. Matters Arising

2.1 Calum advised that the Health and Safety seminar for all staff had taken place as previously discussed. Calum also advised that he covered evacuation awareness in his talk at the away day held in March.

2.2 The problem of theft of milk was discussed. Christine advised that there was still milk going missing from the fridges but had not been aware of any reports of missing food..

- **Action point** Frances Donnelly to discuss the issue with personnel before issuing an email to all staff.

2.3 Calum advised that the problem with the fire alarm in Personnel's room has now been dealt with.

2.4 Alan advised that he had spoken with Michael Jackson regarding the tidiness of room 11 and this has now been dealt with.

2.5 Calum advised that the ceiling tiles in room 215 have now been replaced.

2.6 Christine was able to report that Yvonne had removed the radio from room 210.

3. Form A Inspection

3.1 The quarterly Health and safety inspection was made on 25 May 2005. Observations made in the inspection included the following:

- Foyer – The Foyer looked cluttered and untidy but this had been due to a delivery just being received. The delivery has now been moved and stored.
- Room 12 – The boxes have now been moved and empty ones discarded.
- Room 10 – A space has now been provided for cleaning materials
- Room 2 – Fire extinguishers have been fitted
- **Action point** Tea Prep Areas – handle on urn unsafe - Calum to take this forward
- Room 102 – Boxes outside server room. It was decided that the situation should be monitored for now. The situation may change once the servers are fully installed..
- Room 107 – Calum to discuss with Judy Millar what items need to be removed eg old chairs
- Room 113 – Excess boxes - Alan Scott to take this matter forward
- Room 216 – Fiona advised that the excess papers had been removed
- Room 201 – The Royal mail box had been moved
- **Action point** room 201– BSU to remove old printer
- 2nd Floor conference room – New window to be installed

Calum advised that he can arrange for removal of non required items; however it is not his job to decide what is surplus to requirements. Calum also advised that two fans are to be installed in room 216.

4. Accident Book

4.1 Calum reported that there had been no incidents this quarter and that there were seven new first aiders in the Agency. Calum advised that the procedures for recording incidents would be changing due to Data Protection regulations. Incident reports would be kept on staff's personnel file. Calum will consult Personnel about this and issue guidance in due course.

- **Action point** – Calum to take this forward with Personnel.

5. SHAW

5.1 Frances informed the group that the SHAW team were working towards the Silver award and that they hoped to have the portfolio completed in the next two to three months.

5.2 Frances advised the meeting that the Positive Living Day had been arranged for 23 June. Various healthy activities would be available to staff.

5.3 Calum advised that a football team from SAAS had drawn 1- 1 in a match with a team from Radio Forth. This had raised over £400 for the charity 'Help a Child Appeal'.

5.4 Frances reported that seven people from SAAS were taking part in the Great Scottish walk on Sunday 19 June. Some were doing the six mile walk and some were doing the 12 mile walk but they were hoping to raise more money for the above mentioned charity.

5.5 The onsite catering was discussed. A survey had recently been issued to staff. Only 50% of staff responded. The results were being considered and all the options will be considered. The current arrangements will stay in place at the moment.

6. Any Other Business

6.1 There was no other business.

Date of Next Meeting

The date of the next meeting is to be agreed following the next inspection which will possibly be late July, early August.