

Minutes of the Health & Safety Committee Meeting held on 16 June 2004

Attending: Linda Pender (Chair)
Calum Robertson
Alan Scott
Morna Cochrane
Tracy Richardson
Yvonne Starrs
David Paterson (Secretary)

Minutes of last meeting

The minutes of the last meeting were agreed.

Matters arising from last meeting

There had been no interest shown in arranging a Health and Safety Seminar and Yvonne would raise this at a future Team Leaders meeting.

Form 1a inspection

The Quarterly Health & Safety Inspection was made on 3 June. Staff had been made aware in advance that an inspection was due to take place. However, this would not happen before the next inspection.

Observations made in the inspection included the following.

- Room 017 – boxes on the floor were a tripping hazard;
- Room 20 – recycling bags had now been moved to the foyer;
- Room 11 – the BSU store contained old PCs, cables etc that were stored in a haphazard manner, making exit difficult in the event of a fire;
- Room 007 needed recycling boxes;
- Room 003 – the yellow crate had now been emptied, but recycling boxes were needed and envelopes should be recycled;
- BSU Server Room – the broken floor tile will be fixed soon;
- Canteen – despite bins for different types of waste (eg empty cans) being labelled, rubbish was still put in them unsorted;
- Room 210 – radio and toaster to be removed;
- Room 216 – window ledges were still being used for storage, and empty boxes were still a hazard.

Action Points:

Alan – to notify BSU of the urgent need to tidy Room 11.

Yvonne – to speak to staff in Room 210 about removing the toaster and radio.

Accident Book

Five accidents had been reported during the period March – June which did not require any action by the H&S Team. Calum would remind first aiders that accident reporting forms should now be completed online, as required by the Data Protection Act.

Agency Fire Risk Assessment

The Agency had received a report from the recent Fire Risk assessment and while we were in compliance with the relevant sections of the Health and Safety at Work Act 1974 several recommendations were made. Calum would take most of these forward with Rydens however a few had been highlighted for the H&S Committee to consider.

All Staff should receive Fire Training

All staff working in Gyleview House, including cleaners and Pertemps staff, should undergo appropriate Fire Safety training. Calum replied that he would contact SERCO to find out whether SERCO was responsible for training the cleaners.

Fire training could be provided at the annual awayday although online training or leaflets may be a more suitable alternative. Calum would check if all staff need to be trained in the use of fire extinguishers. It was suggested that Fire Marshals could provide staff training in their own areas. Clarification was also required for the role of Deputy Fire Marshals. Calum agreed to check these points.

Stationery/Paperwork/waste paper bags should not be stored on top of radiators

Calum pointed out that waste paper bags should not be stored near or above heaters, as this was a fire risk.

Display Screen Risk Assessment

There was an increase in demand for DSA due to the recent accommodation moves in the building. Around 75% of all staff have now been assessed. Any staff requiring an assessment should e-mail Calum.

Some staff had received DSA training which takes a half day, but due to pressure of work it was difficult to find time for assessing. It was agreed that staff who had undergone training should be allowed time (around 20 minutes) to carryout a desk assessment.

SHAW

The afternoon session at the corporate awayday at Crieff Hydro had been devoted to SHAW. Since the Awayday, the uptake for SHAW events, such as football, badminton, riding and golf, had been very good. New activities to be introduced would include curling and aerobics. 'Four teams were participating in the Great Scottish Walk.

The NHS Trust agreed that the Agency had now met most of the requirements for a bronze SHAW award and the portfolio would be put forward shortly. We would now work towards the silver award.

We could consider inviting a nutritionalist to visit the Agency to inform staff on a healthy diet. We could also invite Scottish Slimmers or Weightwatchers to Gyleview House to run a course and we may be able to get a discount.

We have received a request from the Blood Transfusion Service to use the Gyleview car park for all donors in the South Gyle Crescent area. This would take place on a quarterly basis on Friday afternoons.

A.O.C.B.

The Minutes of the Health and Safety Committee would now be published on the SAAS intranet and website.

It was suggested that our in-house magazine 'Gyleviews', could be reinstated with a new format. This would include a foreword from the Chief Executive, SHAW news, training, items of 'good news' about staff members, and Social Club news. The news letter would be produced with the help of staff throughout the office.

Action Points:

The Committee discussed the shortage of car parking spaces. Pertemps staff were entitled to a carpark pass after three months' service, whilst staff on recurring seasonal appointments were recruited on the same basis as permanent staff and could apply for a pass straight away. Rydens were currently reviewing the number of parking spaces available.

It was noted the volume of the fire alarm bell was too high in the Personnel Office, which could cause ear damage. It was suggested that the fire bell be moved from the foyer to a corridor area.

Date of Next Meeting

Calum to arrange meeting in 3 months.

Health and Safety Committee

June 2004