

**Minutes of the SAAS Health and Safety Committee Meeting
Held at Gyleview House
On Tuesday 8 February 2005**

Present Frances Donnelly (Chairperson)
Calum Robertson
Alan Scott
Morna Cochrane
Tracy Richardson
Yvonne Starrs

In Attendance Fiona Watson (Secretary)

Frances 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 A discussion took place on arranging a Health and Safety seminar. It was agreed that this would take place over a period of one day with the possibility of the seminar being made mandatory for all staff.

- **Action point** Alan Scott to arrange numbers and Calum to take the seminar.

2.2 It was agreed that evacuation awareness would be covered at the next away day

2.3 There are still problems with the fire alarm in Personnel's room. Tracy asked if this could be removed as there is one in the corridor outside this room.

- **Action point** Calum Robertson to take this matter forward.

2.4 An update was given on the progress of the in-house magazine. The launch had been delayed to mid March as the BSU was busy in other areas of work and so that feedback from the Away days could be included.

3. Form 1a Inspection

- 3.1 The office had been found to be generally tidy but there were still generic problems such as window sills being used to store loose papers. Additional cabinets were discussed but it was felt that there would not be enough floor space for this. A "Clear desk" policy was also discussed. It was decided that this would not be implemented yet, but should be looked at for the future.
- 3.2 Calum said that papers could be kept on window ledges provided they were secure and would not fall i.e. folders could be used or box files for loose papers.
- 3.3 Calum Robertson reported that he had a meeting with Serco regarding room 009 and this room should no longer be a hazard.
- **Action Point** Room 11, Alan Scott to speak to Michael Jackson about room 11 with
 - **Action point** Room 215, Calum Robertson to deal with this
 - **Action Point** Room 210, Yvonne Starrs to remove radio from the room.

4. Accident Book

- 4.1 It was advised that accidents were no longer to be entered into the accident book. Instead, the first aider must complete the details on line and send them to Calum Robertson. Calum advised that the first aiders had been told how to do this.

5. SHAW

- 5.1 Tracy Richardson noted that there would be a meeting with the Health Board at the end of that week regarding SAAS going towards the Silver award. Tracy also outlined some future SHAW events such as Yoga, "Breakfast at work" and "Positive Living day". If possible, the costs of these events are to come out of the Chief Executive's office budget.
- **Action point** Tracy and Frances to discuss if these events can be organised to take place before the end of the year.
 - **Action point** Morna Cochrane to set up to arrange for a separate SEAS account to be opened for SHAW.

6. A.O.C.B

- 6.1 Calum Robertson thanked Morna Cochrane for all her help and wished her well in her new post.

Date of Next Meeting

The date of the next meeting will be arranged in due course.