

Minutes of the SAAS Health and Safety Committee Meeting held Wednesday 5 April 2006

Present: Linda Pender (Chairperson)
Calum Robertson
Alan Scott
Garry Lessels
Diane Sinclair

Apologies: Dave Evans
Tracy Richardson

1. Minutes of the Previous Meeting

The minutes of the previous meeting held on the 6 December 2005 were agreed.

Follow up on action points at the last meeting :-

The revised Environmental policy had been approved by the Unit Heads and presented to staff at the SAAS Awayday. Calum and Alan agreed the policy would be included in the Welcome Pack for new starts and explained to them during their health and safety tour of the building.

A notice board for environmental issues had been placed on the ground floor and would be used to highlight SAAS environmental policy, travel information etc.

2. Form 1a Inspection – Health and Safety and Environmental 18 March 2006

Health and Safety

Although the majority of rooms are being kept in a tidier condition the report noted the continued and possibly increased use of window ledges for storage in spite of a previous report recommendation that this practice cease.

The following points of the report were discussed:

- Item 1 Boxes and paper had been tidied but Calum recommended that staff should destroy and recycle unnecessary paper.
- Item 2 Completed
- Item 3 Foyer had been tidied but more needed to be done e.g. the removal of boxes of leaflets.
- Item 4 Alan Scott would speak to Paul Dymock about emptying his crate and removing it
- Item 5 Completed
- Item 6 Completed
- Item 7 Dave Evans would deal with the use of window ledges in O/P and Finance
- Item 8 Completed
- Item 9 room 201 window ledges should be cleared Garry to speak to Lorna

Item 10 excess files and papers on window ledges should be cleared in room 210 Garry to speak to Lorna.

Environmental Issues

The report highlighted the number of PC monitors and printers that had not been switched off over a weekend, a total of 64. Calum agreed to e-mail all staff to remind them of the importance of saving energy by switching them off.

3. Accident Book

No incidents were reported in this quarter. Calum informed the Committee that due to data protection the Agency no longer held an accident book. Incidents were recorded on an accident form and retained on the employee's career folder.

4. Scotland's Health at Work (SHAW)

Linda informed the Committee that SAAS had received their SHAW Silver Award at a ceremony on the 15 March and the SHAW Team were now working towards the Gold Award.

The SHAW team had met earlier the same day and had agreed the following plan of action over the next few months:

- Indian head massage taster session to be held on 4 May
- Podiatrist taster session mid May
- To promote the Great Scottish Walk (18 June) and enter teams from SAAS
- Arranging a fun evening cycle to coincide with Bike Week (17 – 25 June)

5. Portable Appliance Testing (PAT)

Dalkia were required to start a programme of portable appliance testing within Gyleview House. Hopefully this work would be carried out at weekends and Calum agreed to notify staff of the details to ensure that items such as laptops and blackberries etc were available for testing.

6. Environmental Report

The Environmental Team will report quarterly on objectives and targets but at the moment were awaiting information from Hannay to set a starting point to measure waste recycling. Key environmental procedures were being prepared and an action plan was being developed.

The following action had been taken since the last meeting:-

- Energy saving lighting had been installed and was expected to pay for itself in savings within the next 3 years

- Linda and Calum would visit the Hannay site at Broxburn to see how they deal with the Agency's waste
- Calum had e-mailed all staff to ask them to print documents double sided and to order stationery on a monthly basis to reduce the amount of deliveries to the building.
- An Envirowise consultant have visited the building to carry out a free site audit - the recommendations from the audit were currently being considered
- The Energy Savings Trust had provided free consultancy to help the Team produce a travel plan for staff. As a result a new page on the staff intranet provided details of local travel information, SE guidance and links to various organisations.
- Calum would promote Bike Week by publicising availability of interest free loans to purchase bicycles and updating the Environmental notice board.

7. Any Other Committee Business

7.1. Heaters

Linda informed the Committee that a faulty heater had been left on in one of the team rooms and as a result had burnt a hole in the new carpet. It was agreed that staff should be reminded to turn off all heaters at the end of the day. Heaters will be among the items checked during the portable appliance check and removed if they are not up to standard.

7.2. Re-cycling Bins

Members agreed to encourage staff to recycle more waste, recycling bins and boxes should be placed in the team rooms. Calum agreed to contact Hannay for advice.

8. Date of Next Meeting

To be arranged.

Action Points

1. Alan, Linda and Calum to consider including SAAS environmental information in the Welcome Pack for new starts.
2. Alan to speak to Paul Dymock regarding the removal of his crate.
3. Dave Evans to deal with the paperwork stored on window ledges in O/P and Finance.
4. Garry to speak to Lorna about room 201 and 210
5. Calum to notify staff about the PAT

6. Calum to contact Hannay for advice on more recycling bins for the building
7. Calum to e-mail staff to remind them of the importance of switching off PC monitors, printers, etc at the end of the day
8. Committee members to remind staff of the importance of turning off heaters at the end of the day.

H&S Committee
06 April 2006