

Minutes of the SAAS Health and Safety Committee Meeting held on Thursday 5 October 2006

Present: Linda Pender (Chairperson)
Dave Evans
Garry Lessels
Calum Robertson
Darren Rose
Diane Sinclair

1. Introduction

The Chairperson opened the meeting

2. Minutes of Previous Meeting

The minutes of the previous meeting held on the 15 June 2006 were agreed.

Outstanding action points from meeting held on 5 April 2006:

- Calum has still to provide a draft for Alan on environmental issues to include in the induction packs with the Agency's environmental policy.
- Calum is awaiting advice from BSU before emailing staff about the importance of switching off monitors, printers etc at the end of the day.

Outstanding action points from the meeting held on 15 June 2006:

- Garry to arrange for removal of files currently being stored on the floor and window ledges in room 210
- Calum to make enquiries with BSU re the possibility of a "switching off" device being installed in printers to prevent them being left on overnight
- Calum to arrange a demonstration/training for the Incident Team and fire Marshals on how to use the recently acquired Spill Kit. A meeting has now been arranged with Lothian and Borders Fire Brigade week beginning 9 October.

3. Form 1a Inspection

The inspection took place on 20 September 2006 at 11.00 am and was conducted by Calum and Darren. Calum commented that during the busy processing season the building in general had become very untidy. Staff should be encouraged to take bags down to reception when they were going that way or ask the messengers to remove them.

Item 1	012	A number of spare monitors need to be removed and also window ledges cleared.
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Item 2	Room 10	Recycling Bags need to be tidied and the room generally tidied.
Item 3	Room 7	A number of recycling bags need to be tidied and area next to printer cleared away.
Item 4	EDM	Excess boxes are blocking walkways throughout the room, there were also a number of mail bags in front of the fire exit. This should be kept clear at all times .
Item 5	102	Empty and full cardboard boxes are blocking the walkway, A server unit is blocking safe access to cupboards and the Server Room should have an exit path all the way around the servers.
Item 6	107	Window ledges in general should be tidied there are a number of cardboard boxes not stored correctly. Boxes should be broken down.
Item 8	108	A number of files and literature should be removed from window ledge.
Item 9	214	A number of Recycling Bags need to be moved to Foyer area.
Item 10	216	A number of files on the floor in Finance and window ledges should be cleared in and numerous empty cans transferred to recycling bins. Finance and Overpayments section would be dealt with separately in future.
Item 11	215	Cable tie required for PC and Phone cables. This had been dealt with.
Item 12	201	Boxes need to be stored correctly in printer area. Staff should be encourage to request one box of paper at a time to facilitate easier and safer storage.
Item 13	210	General tidy up required excess plastic boxes, cardboard boxes and window

ledges need to be cleared.

The carpet square missing from room 216 had been returned to the manufacturers for testing to find out the reason for it curling at the edges. Once the manufacturer has resolved the problem all faulty carpet squares will be replaced.

4. Accident Book

One incident had been recorded in the accident book. A contractor had got dust in his eye while working in the building and had to go to hospital. He had completed an accident report. It was noted that eye wash kits are stored in the First Aid room for such incidents.

5. SHAW

The SHAW Team had organised a Positive Living day on 25 October and an email had been sent out to inform staff.

6. Environmental Objectives and Targets Update

Linda informed the Committee there had been a significant reduction in the amount of waste being sent from the Agency to landfill from 17% to 11% since February 2006. There had also been savings on gas CO₂ emissions over the last few years but no headway had been made with electricity savings mainly because of the amount and high usage of PCs and servers. However, lights had been zoned in the corridors and all lighting had been refitted with energy saving fittings

Garry suggested installing sensors at urinals so they only flushed once used. Linda said this work had been done at Saughton House and had been very expensive.

Garry also suggested the installation in the toilets of new super hand dryers but it was felt there was a general reluctance to use dryers with most people preferring to use hand towels.

The heating had been switched on in the building ahead of time but on reduced hours and a lower temperature setting.

7. Review of Environmental Action Plan

The review of the Environmental Action plan was on hold as the Procedure and Policy Manual had been passed to the Minister and would be considered by a Parliamentary Sub-committee. The plan would be taken forward once any feedback had been received.

8. Any Environmental Training Issues

There were no environmental training issues. This would be considered once feedback on the Environmental Procedure and Policy Manual was received.

9. A.O.C.B.

Fire Protection Act 1 October 2006

The new Fire Protection Act had come into force on 1 October 2006. There was no longer a need to display a fire certificate but we are now required to carry out an annual fire risk assessment. The risk assessment and other issues such as training and procedures for evacuating disabled visitors would be discussed at the meeting with the Fire Brigade next week.

A meeting had also been arranged week beginning 09/10/2006 with Dalkia to discuss the fire risk assessment.

Campaign to Switch off Monitors

Calum would contact BSU and discuss running a mini campaign to remind staff to switch off monitors overnight.

Repairs

Dave Evans reminded the Committee that a window in room 216 was still broken. Darren had been in contact with the company who were awaiting parts to repair it. Darren would telephone them again to check progress.

10. Date of Next Meeting

The date of the next meeting is to be arranged.

Action Points

- Calum would further discuss with Alan a draft on environmental issues to include in the induction packs with the Agency's environmental policy.
- Calum to contact BSU for advice and develop a mini campaign to encourage staff to switch off monitors overnight.
- Darren to contact company about repair to window in room 216.
- Garry to arrange for removal of files currently being stored on the floor and window ledges in room 210.