

**Minutes of the SAAS Health and Safety Committee Meeting held Thursday 15 June 2006**

**Present:** Linda Pender (Chairperson)  
Calum Robertson  
Alan Scott  
Garry Lessels  
Dave Evans  
Darren Rose  
Jill Wallace

The chairperson introduced Darren Rose, the new A3 in the Accommodation Team who will be helping Calum with the quarterly Health & Safety inspections of the building.

**1. Minutes of Previous Meeting**

The minutes of the previous meeting held on 5 April 2006 were agreed.

Follow up on action points from the last meeting:-

- Calum has still to provide a draft for Alan on environmental issues to include in the induction packs with the Agency's environmental policy.
- Alan has spoken with Paul Dymock re his crate and this has now been removed.
- Dave said that the paperwork stored on the window ledges in O/P and Finance have now been boxed and line management notified.
- Garry has spoken with Lorna re rooms 201 & 210.
- PAT was due to take place over 24 and 25 June – Calum to notify staff that any appropriate electrical equipment should be made available for testing over this weekend.
- Calum has contacted Hannay to get information on recycling.
- Calum is awaiting advice from BSU before emailing staff about the importance of switching off monitors, printers etc at the end of the day.

**2. Form 1a Inspection – Health and Safety and Environmental 13 June 2006**

**Health and Safety**

Calum informed the meeting that in some areas of the Agency it has become apparent that the faults highlighted in previous inspections have not been dealt with. It was suggested that, when a Manager or a member of staff was e-mailed about

H&S problems, Linda and Calum should also be copied into the e-mail. If sufficient action is not taken to rectify the fault, it will be raised with the Chief Executive and at Unit Heads meetings. Linda/Calum to take forward as necessary.

The following points of the report were discussed:

- Item 1        The large boxes behind the door of room 017 need to be tidied up.
- Item 2        The 2 heaters in the First Aid room have now been removed.
- Item 3        Lighting currently stored in the Foyer area was due to be fitted on 24/25 June
- Item 4        The servers and linked equipment in room 011 is to be moved to another area and the room to be tidied. (Alan to arrange).
- Item 5        Room 010 is to be emptied and tidied on 23 June prior to room moves.
- Item 6        PAT to take place on 24/25 June (including radios in room 002/003 - advice).
- Item 7        There are still a lot of boxes/equipment blocking the exit in the server room (room 102). Window ledges also need to be cleared. (Alan to consult with Graham Gunn and/or David Stephen about this with a view to setting a deadline).
- Item 8        There are excess boxes on the floors and a number of extra chairs in room 101 (Garry to arrange a general tidy up).
- Item 9        A few window ledges in room 113 still to be cleared (Alan to take forward).
- Item 10       Files being stored on the floor and window ledges in room 216 to be cleared. Dave is dealing with this and Stephen Blyth has been notified.
- Item 11       Files being stored on the floor and window ledges (particularly in team 4, this problem was also highlighted in the last audit and nothing appears to have improved since) to be cleared. (Garry to take forward).

## **Environmental Issues**

The paper recycling boxes were being used properly but staff are still leaving PC monitors, printers etc switched on overnight. Dave suggested it may be possible to have a mechanism so that the printers switch off after a specific period of inactivity or after a set time (i.e. 7.00 pm). Calum agreed to ask BSU if this is an option.

The can recycling container is being used for other inappropriate items and the contents cannot then be recycled. Over the weekend of 24/25 June, all desk bins in rooms 003,101 and 201 will be replaced, on a trial basis, with a "recycling area" (transparent disposal sacks for separating cans, plastic and wet waste). The recycling sacks will be emptied by the cleaners. This will comply with the environmental targets specified in the Corporate Plan.

### **3. Accident Book**

During the last quarter there have been 2 accidents reported (one of sickness and the other of a cut to the hand during carpet laying).

### **4. Scotland's Health at Work (SHAW)**

Linda informed the Committee of the following points:

- A session with a podiatrist has been arranged for 27 June – this has been very popular and is now fully booked.
- Due to a general lack of interest there will be no SAAS team participating in the Great Scottish Walk 2006.
- There has been sufficient interest in JogScotland and 2 teams (arranged by Sean Whiting, BSU) will be taking part.
- The fun cycle week planned for 17 – 25 July has been cancelled however another week will be arranged in September.
- An oral health seminar has been arranged for 28 June 2006.
- A Positive Living day will be held on 25 October and it was hoped that this will include:

a visit from Napier's Herbal Medicine  
self defence and meditation demonstrations (G Philp)  
aerobics and line dancing (J Pollock)  
salsa, jive and photography classes  
an organic food stall  
a porridge stall.

- Further Health Checks will also be arranged as the session on 7 July was now fully booked and another session will be arranged for October 2006.

### **5. Review outstanding Environmental Issues from previous meeting**

Covered in 2 above ("**Environmental Issues**").

## **6. Environmental Objectives and Targets update**

Feedback has shown that there has been an increase in power consumed by the Agency – this is due to the increase in the number of servers installed recently.

## **7. Review of Environmental Action Plan**

Staff will be reminded that interest free loans are available to purchase bikes. Additional bike racks are to be installed on the pavement area outside room 003.

## **8. Any Environmental Training Issues**

The budget will be reviewed once Alan has received all PLPs.

## **9. A.O.C.B.**

- Calum informed the Committee that Health and Safety notices have been updated recently and the list of First Aiders is now up to date. It was also noted that no additional First Aiders are required at present.
- Linda advised that a “Spill Kit” was now available for use in the car park (in the event of a spillage likely to contaminate the water supply) and suggested that the Incident Team and Fire Marshals are shown how to use it. Calum agreed to take this forward.
- Darren Rose agreed to become a Fire Marshal.
- Garry agreed to contact Central Fire Brigade to obtain a cost for a “refresher” demonstration/training.

## **10. Date of Next Meeting**

To be arranged.

## **11. Action Points**

1. Calum to inform staff about PAT on 24/25 June 2006. Linda to speak to David about PAT testing radios.
2. Alan to arrange for a tidy up once servers and linked equipment removed (room 011).
3. Alan to consult with Graham Gunn and/or David Stephen re setting a deadline for clearing the window ledges and removing the boxes/equipment from the exit route in room 102.
4. Garry to arrange a tidy up of the excess boxes and extra chairs (room 101).

5. Alan to arrange for the window ledges to be cleared (room 113).
6. Dave to continue pursuing the clearance of the window ledges (room 216).
7. Garry to arrange for removal of files currently being stored on the floor and window ledges (room 210).
8. 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.
9. Calum to remind/inform staff of the interest free loans available to purchase bikes.
10. Calum to arrange a demonstration/training for the Incident Team and Fire Marshals on how to use the recently acquired Spill Kit.
11. Calum to review/update the list of Fire Marshals and include Darren.
12. Garry to contact Central Fire Brigade to obtain a cost for a "refresher" demonstration/training.

**H & S Committee**

15 June 2005