

## **Minutes of the SAAS Health and Safety Committee Meeting held on Friday 19 January 2007**

**Present:**     **Linda Pender (Chairperson)**  
                  **Calum Robertson, H&S Officer**  
                  **Audrey Heatlie, CSU**  
                  **Alan Scott, Policy Team**  
                  **Dave Evans, Finance Team**  
                  **Darren Rose, H&S Team**

### **1. Introduction**

The Chairperson explained that Audrey was here to cover CSU issues until a suitable volunteer could be found.

### **2. Minutes of Previous Meeting**

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

Outstanding action points from meeting held on 5 October 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 carried out an audit over the Christmas break to see if staff had switched off their monitors, printers, etc and only 7 or 8 were left on which was a great improvement. Further spot checks would be carried out throughout the year. Timer switches have been added to photocopiers so they are automatically switched off between 7 pm until 7 am.
- Window in Room 216 was still to be repaired.
- Files stored on window ledge and floor of Room 210 still to be removed. Calum agreed to take this forward.

### **3. Form 1a Inspection**

The inspection took place on 9 January 2007 and was conducted by Calum. Most of the problems highlighted in the report continue to be housekeeping issues.

Calum commented on Item 6 from the previous meeting minutes concerning Room 107 which had been highlighted after a management tour of the building where it was pointed out that the housekeeping issues in the BSU should have been brought to the attention of the CE. The room had improved for a short time but was in an unacceptable condition when the audit had taken place. Calum had visited the BSU room this morning and noted that there was some improvement but the 2 racking systems remained a problem. It was hoped that the BSU would arrange uplift for these shortly.

**Action: BSU to give date for rack removal.**

There was a problem in the first floor conference room as the projector had been left on after use which was a fire issue. It was suggested that a notice should be placed on the inside of the door to remind staff to switch off the projector.

**Action: Darren to arrange for notice to be put up.**

Room 12 has now been tidied up.

**4. Accident Book**

One incident had been recorded in the accident book this quarter. A member of staff slipped and fell at the bottom of the stair as there was water spilled on the tactile flooring. No first aider was requested. It was noted that the tactile flooring was fully compliant for DDA.

**5. SHAW**

Linda was to attend a bike week seminar held in Victoria Quay in February as the SHAW Team were looking at ways to encourage staff to cycle. The Team may also arrange for a "bike doctor" to service bikes owned by staff to encourage usage.

**6. Environmental Objectives and Targets Update**

- Calum would remind staff to switch off monitors, printers, etc overnight.
- New energy efficient boilers had been installed in the building.
- A new contract to supply electricity from 100% renewable sources has been agreed.
- Calum would give a talk at the staff away days about the progress on the environmental policy over the last year.

**7. Environmental Issues**

Red confidential waste bags were being used instead of white bags for recycling paper.

**Action: Calum to e-mail staff to remind them to use appropriate bags.**

**8. A.O.C.B.**

There was no other business.

**9. Date of Next Meeting**

The date of the next meeting is to be arranged.