

**Minutes of the SAAS Health and Safety Committee Meeting  
held Tuesday 6 December 2005**

**Present**               Linda Pender (Chairperson)  
                              Calum Robertson  
                              Alan Scott  
                              Dave Evans  
                              Yvonne Starrs

**Apologies**             Tracy Richardson

**1.     Minutes of the Previous Meeting**

The minute of the meeting held on 7 September were agreed.

There was one point still to be actioned from the previous meeting. The server room stand alone PC should be moved away from the exit – Alan agreed to follow this up.

**2.     Form 1a Inspection**

The office was generally tidy and the following action points from the report were discussed:-

- Item 1            Calum would arrange for foyer area to be cleared
- Item 2            New monitor ordered
- Item 3            Dave to check who photocopier belongs to in room 009.
- Item 6            Calum removing chairs from room 107
- Item 7            Yvonne to arrange for files to be stored safely in room 101.
- Item 8            Alan to arrange PC in room 102.
- Item 9            Dave would take this point forward.
- Item 10           Problem sorted.
- Item 11           Alan to speak to BSU about PCs/phones in room 201.
- Items 12/13      Calum will secure cables –

Staff need to inform Calum if untidy cables are causing problems.

Calum agreed to speak to Audrey as the committee requires a representative from the Customer Services team to attend meetings.

**3.     Accident Book**

No incidents were reported in this quarter.

**4.     SHAW**

The Agency's portfolio had now been put forward and the team would hold a Silver award presentation for the NHS Trust assessors on 7 December.

## **5. Environmental Issues**

The Agency needs to prepare an environmental management system. In order to do this the committee agreed the following points:

- The H&S Committee remit would now include environmental issues.
- The revised environmental policy to go to Unit Heads for approval.
- To include the environmental policy in induction pack and explain policy in walk round on first day for new staff. (action point - Calum to discuss further with Alan)
- To add environmental check to quarterly H&S check of building.
- To install an environmental notice board on ground floor.
- To set up focus group of interested staff to look at what else we can do within the Agency.

Calum agreed to check lighting problem as lights switch off at different times of the day in the larger rooms. It was noted that the applied for a free energy site survey as there had been an increase in energy use since staff moved to working longer flexible hours (7am to 7pm).

## **6. Environmental Audit – Quarterly Checklist**

The following action points were discussed:-

- Aluminium cans and plastic cups – problem with staff putting other waste in bins. Members agreed to remind staff to use the recycling bins correctly.
- Lighting & equipment needs to be switched off at the end of the day. Calum agreed to e-mail staff about reducing energy usage.
- It was agreed to look at the options for stationery ordering (for example, holding a stationery amnesty or asking staff to order stock monthly to reduce the number of deliveries each week).

## **7. Any Other Business**

There was no other business.

## **8. Date of Next Meeting**

To be arranged.

Chief Executive's Office  
7 December 2005