

Minutes of SAAS Health and Safety Committee Meeting Held on Wednesday 3rd June 2009

Present: Linda Pender
Calum Robertson
Judy Miller
Dave Evans
Alan Corrigan

Apologies : Alan Scott

Minutes of Previous Meeting

All the action points from the meeting held on 12 February had now been dealt with.

- BSU room has been tidied.
- Fire Marshalls – The fire evacuation on 11 March had highlighted a need to review fire marshall cover on 2nd floor. Calum had appointed 2 new fire marshalls Paul Hughes and Janet Megoran and he would arrange the annual fire training shortly. **Action:** Calum

It was agreed to rename the committee as the Health & Safety and Environment Committee as environmental issues had been included in the committee's remit for some time.

H&S Inspection Report

No major issues were raised in the H&S inspection. The BSU hub room and server room had been tidied up since the inspection took place. Full maintenance and repairs of windows will be carried over 3 weekends in the summer.

Accident Reports

One accident had been reported in this quarter when a member of staff tripped in the car park.

Healthy Working Lives Update

Walk for Scotland 12 mile walk on 7 June – 10 staff were taking part.

Jog Scotland 10k – 30 June – 16 staff were taking part.

SAAS walking club promotion – longer walks would be arranged for lunchtimes and an e-mail would be issued to staff shortly to gauge interest. Lorraine Rowan, the SAAS walk leader, and the HWLs Team would plan the walks and carry out risk assessments.

HWLs conference 9 June in Glasgow – Maureen and Linda would attend this event.

SAAS Environmental Issues

Calum had circulated the draft environment annual report for information and the following issues were discussed:-

- Increased electricity usage was due to the increased number of servers which required additional air conditioning units.
- Increased gas usage – we installed 2 new energy efficient boilers which were more effective but this winter had been much colder than the last couple of years.
- Water savings –1874m³ for 2008/09 which was a 15% saving over the full year (1270m³ in first 85 days and 605m³ over next 280 days once new taps etc in place). The average daily use was now 2.16m³ instead of 14.93m³ which was an average saving of 85% per day.
- Waste – 88% of total waste had been recycled and 12% had gone to landfill in 2008/09. The amount to landfill had increased slightly as SHANKS our waste management company no longer separate dry waste for recycling. The Agency were in discussion with SG but this contract was currently out to tender. **Action:** Calum agreed to source biodegradable plastic cups which SHANKS could recycle.

Review of Environmental Action Plan

An Energy Performance Certificate was a new legal requirement for buildings and a building survey would take place on 5 June and the energy performance certificate would be made available in the reception area in due course.

Chief Executive's Office
June 2009