

Minutes of SAAS Health and Safety Committee Meeting Held on Wednesday 13 August 2008

Present: Linda Pender
Calum Robertson
Judy Miller
Alan Scott
Dave Evans
Allan Corrigan – minute taker

Minutes of Previous Meeting

Action points from the previous meeting had been dealt with and BSU housekeeping issues were, for the most part, resolved and the server room had been tidied up. Calum had contacted ISIS and shorter cables would be installed and each floor would have it's own cable room around the end of this year.

Inspection Report

Action point: Calum to update First Aid notices.

Portable appliances testing would take place over a weekend once Calum returns from holiday.

A window in room 101 would be replaced shortly and a window in room 201 needed to be repaired.

Judy raised a point that staff were automatically switching on lights in her room when they arrive in the morning, even if room was bright. It was agreed that lighting requirements in each room should be agreed by staff working in that room. **Action:** Calum to organise a poster campaign to highlight the need for staff to switch off lighting.

Staircases – a tear in the lino flooring had been glued down for the moment and a decision on whether to replace the flooring was still to be taken.

Housekeeping issues – most of the issues in the report had been dealt with and Dave would discuss files piled up in room 216 with the debt recovery team.

Accident Reports

One accident was reported. A member of staff had fallen down the stairs and severely bruised her ankle and a first aider was called for and advised that the person was taken to hospital.

Healthy Working Lives

SPS were working with the Agency on HWLs issues and had provided a trainer to run a mental health training tester session on Friday 15th August which will be attended by 14 members of staff. A two day mental health first aid training course would be held on 21/22 October.

Environmental objectives and targets update

The Agency had been audited and passed the ISO 14001 accreditation.

The Carbon Trust had carried out an energy saving audit and produced a report which highlighted a couple of points about raising staff awareness of energy usage but overall it has been a very positive report.

Calum had carried out an audit of monitors over a weekend recently and found only 4 had been left on by staff.

A travel plan for the Agency would be prepared by the end of September and a travel survey had been issued to staff which has had a good response. The results would be used to produce the travel plan.

Water usage – the introduction of new sensor taps, cisterns and urinals has resulted in an 84% saving in water usage since April. This had also resulted in financial savings of £470 this quarter on the water bill.

89% of waste has been recycled by staff in the agency in April and May 2008.

AOB

There had been no take-up on the manual handling training and it was agreed that a course should be run shortly, attended predominantly for EDM staff. **Action:** Calum to speak to Ewhan and suggest the possibility of the manual handling course being mandatory for EDM staff and included in their PLPs.

Accommodation Team
14 August 2008