

## **Minutes of SAAS Health and Safety Committee Meeting Held on Thursday 22 November 2007**

**Present:**     **Linda Pender (Chair)**  
                  **Calum Robertson (HSLO)**  
                  **Alan Scott**  
                  **Dave Evans**  
                  **Judy Miller**  
                  **Darren Rose**

### **1. Introduction**

The Chairperson thanked everyone for attending the meeting.

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

The minutes from the previous meeting were agreed.

Outstanding Action Points from Previous Meeting:

- The action points from Rooms 107 and 210 have both been carried out.

### **3. Explanation of new Reporting Format.**

Calum explained that following a report from internal auditors it was agreed to use a more formalised quarterly audit reporting form. The new form has been used for the first time to carry out this report. It was agreed that a summary showing action points for specific room should be included at the end of the report. **Action:** Calum

### **4. Inspection Report**

Following the recent decoration to the building it was highlighted that a number of fire exit and fire notice signs need to be replaced. First Aid Notices also need to be replaced.

It was also reported that the foyer automatic fire door was not working whilst the inspection was carried out (This has now been repaired).

Rooms 007, 101 and 201 all had bags and boxes causing potential tripping hazards.

#### **Action Points:**

- Calum to replace all Fire Notices and First Aid Notices
- Alan & Judy to check rooms 007, 101 and 201 to ensure that all areas were tidied up to allow easy and safe access.

## **5. Accident Reports**

No accidents were reported in the last quarter.

## **6. Healthy Working Lives**

Linda reminded committee members that there will be a Positive Living Day on Wednesday 28 November and that staff could take part in a number of activities during the day and also enjoy a free healthy breakfast.

## **7. Environmental**

Calum explained that the latest recycling figures show that the amount of waste recycled in the last month from Gyleview House was 94.46% with only 5.54% going to landfill. The "switch off" campaign had also been very successful as a recent audit had shown that only 4 PCs were left on last weekend compared to over 90 PCs and photocopiers and printers left on when the campaign started.

This was a tremendous result and could not be achieved without the help of the staff. It was agreed to send out an email to all staff telling them how well these initiatives were working and thanking staff for their efforts.

### **Action Points**

- Calum to email all staff with most recent environmental results.
- Darren to produce posters for the environmental notice boards

## **8. AOB**

No further business was raised.

## **9. Next meeting**

Date to be arranged.

Accommodation Team  
26 November 2007