

Minutes of the SAAS Health and Safety Committee Meeting held on Wednesday 25 April 2007.

Present: Linda Pender (Chairperson)
Calum Robertson (HSLO)
Dave Evans, Finance Team
Judy Miller, CSU
Darren Rose (Minutes)

Apologies: Alan Scott, IS and Policy representative.

1. Introduction

The Chairperson welcomed Judy Miller to the committee as the representative for CSU.

2. Minutes of Previous Meeting

The minutes of the previous meeting held on 19 January 2007 were agreed.

Outstanding action points from previous meeting:

- Calum had produced a note on environmental policy for the staff induction pack.
- Darren agreed to place notices at all recycling areas indicating what can be recycled.
- Darren agreed to place notices in 2nd floor conference room reminding staff to switch off lights and equipment before leaving.
- An audit of all PC's and monitors would be carried out at the weekend to ensure that equipment has been switched off.

3. Form 1a Inspection

In general the condition of the building was good and the majority of the highlighted problems were housekeeping problems.

Action Points

- Calum agreed to speak to Fiona Nisbet to ensure that cabling in the 1st floor conference was tidy and not a tripping hazard as reported during the last audit.
- Alan Scott would be asked to raise items 5,6,7,11 & 13 with relevant teams in particular the loose server rack in 1st floor server room.

4. Accident Reports

There were two reported incidents in the last quarter one was a manual handling incident with staff moving crates by themselves and a member of staff had was feeling unwell and had to be sent home.

5. SHAW

Linda explained that the SHAW programme is being replaced by a new initiative called “Healthy Working Lives” which included H&S and environmental issues and the SHAW team would need to be reassessed for the HWLs bronze and silver awards before putting forward a portfolio for the HWLs gold award.

6. Environmental

Calum explained that SE procurement had agreed to ask Scottish Power for proof or evidence for the new contract which states that the Agency currently receive electricity from 100% renewable sources.

7. AOB

The response from staff during the recent fire evacuation was disappointing as staff took longer to leave the building and a number of staff left the meeting area to go to the coffee van which was in the car park.

Action Point

- Calum agreed to speak to the coffee van operator to explain that in the event of a fire the area in front of the entrance to the building needs to be kept clear.

8. Next Meeting

The date of the next meeting is to be arranged

Accommodation Team
26 April 2007