

Minutes of SAAS Health and Safety and Environment Committee Meeting Held on Tuesday 22 December 2009

Present: Linda Pender
Calum Robertson
Dave Evans
Alan Scott
Nicky Millar

Apologies : Judy Miller

Minutes of Previous Meeting

Action points from the last meeting

- Linda has given the environmental targets to Calum and a copy will be put up on the notice board.

Workplace Inspection

There were no major problems from the inspection on 10 December.

Action required:

- 1st floor server room has a Gas Suppression system which is alarmed. **Action:** There are other alarms in the server room and in order to identify this alarm Calum is arranging training for BSU staff with access to that room and extra signage to warn staff of the danger.
- Storage problems in EDM - there were lots of boxes lying around full of documents to be returned. Tracey has spoken to Calum about more storage but Calum has since been advised that documents are not going to be returned next session and will be destroyed after 30 days.
- Room 201 & Server Room – Nicky has sent two emails to BSU about the housekeeping in room 201 and the Server Room. **Action:** ISIS are unable to remove the server doors and Calum will look to see what the best option is for removal of the doors.

Accident Report

There were no incidents last quarter.

Healthy Working Lives

The annual HWLs assessment was held last week and stress awareness sessions will be held for staff in February.

The HWLs team would organise a positive living week and a meeting will be held in January to discuss the possible activities.

SAAS Environmental Issues

- Water usage was 2.6m³ compared to 14.93m³ 18 months ago.
- Waste recycling to October is 91%
- Energy usage is up due to an increase in staff numbers, servers and weekend overtime.

The next ISO 14001 audit will be in February. **Action:** Linda to ask Catherine to chase up any outstanding induction questionnaires.

Any Other Business

Evac Chair training – Calum is currently looking for a training provider for nominated buddies for the disabled staff. **Action:** Calum to look for Evac Chair training provider

Toilets – Concerns have been raised if someone collapsed in the toilet how would we get them out. Linda advised that she had spoken to Dalkia about this and they could change the locks although this does not help if the person was against the door. Calum is going to look at taking advice on this. **Action:** Calum to look at possible options and report back to the committee.

Taps in the ladies 2nd floor toilet were too powerful and this is currently being looked at.

Glass recycling – A new cleaning contract is being awarded this week and Calum would check to see if this contract included glass recycling.

Chief Executive's Office
22 December 2009