

Minutes of SAAS Health and Safety and Environment Committee Meeting held on Tuesday 30 March 2010

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

Minutes of Previous Meeting

Action points from the last meeting held on 22 December

- Calum has asked Dalkia to arrange a date for a demo of the alarm system in the server room. **Action:** Calum
- ISO 14001 Audit – there were 2 non conformities and 4 opportunities for improvement.
- Calum will continue to look for a training provider for the Evac Chair

Accident Reports

There were 2 incidents in the last quarter. Both were reported and Calum reminded first aiders that the accident reports should be sent straight to him and not the centre. Following on from these incidents, Calum met with the First Aiders and he reminded them that the First Aiders are responsible and have the training to deal with the situation and generally managers should not get involved in the decisions taken by first aiders at the time of the incident. Calum has written a new procedure for first aiders contacting emergency services and these will be displayed alongside the First Aider notices in each room.

Workplace Inspection

A Fire Evacuation was due to take place before the start of the session. **Action:** Calum

Housekeeping – Rooms 201 and 113 had cable management problems – ISIS were looking at cable management for Gyleview House but would not take action until they know if SAAS are staying at GVH.

Calum will be carrying out DSE and manual handling training for new staff next week as part of the new induction training package.

Healthy Working Lives

During the last quarter we held the following HWLs events:-

- Meningitis awareness talk held on 13 January
- RNLI fund raising coffee morning on 29 January
- Health checks on 24 February although not many staff made appointments.

- Mental Health Workplace workshops held on 10 February

We are continuing with healthy working lives and have been given a budget for events next year.

SAAS Environmental Issues

- Gas usage has reduced from last year
- Electricity usage increased as we have extra staff, servers and air conditioning units and staff have also been working weekends
- Water continues to average between 2 and 2.3 m³ per day compared to 14m³ in 2008
- 93.5% of waste has being recycled and 6.49% has gone to landfill.

Calum advised that we have a new cleaning and waste management contract. Linda said that due to limited resources the Agency would discontinue ISO 14001 audits although we would still comply with best practice and measure and monitor our energy and water usage and reduce waste.

In the past we have had problems with seagulls nesting on the roof and we have tried various options to deter them. This year we have been advised to try using a Hawk to try to deter the birds nesting on the roof.

Any Other Business

Work on the lift would start next week and is expected to take 4 weeks to complete.

Chief Executive's Office
30 March 2010