

HEALTH AND SAFETY COMMITTEE MEETING

Monday 3rd December 2007 – Meeting Room 2, 10.00am

Attendees:	Alan Low	Chair Health and Safety Adviser
	Catherine Willis	Health & Wellbeing Officer
	Callum Glen	Premises & Security Manager, FM
	Mike McVey	Welfare Officer
	Allan MacKenzie	PCS Representative
	Alan Melrose	PCS Representative
	Fiona Allen	PCS Representative

Apologies for the delay in having an H & S meeting – there has been some time passed since the last one.

Sue Holley, H & S Officer, left the Agency in April 2007 and is not being replaced. H & S Adviser now visits HHO on a more regular basis however if HHO staff have any issues they can approach their PCS H & S representatives.

1 Matters Arising from last meeting

1.1 Workstation Assessments

It had been proposed to carry out an agency wide programme of workstation assessments – we feel that this would be better served by an on-line software package and we are looking into different packages available. However workstation assessments are continuing on an ad hoc basis and in some cases Team Leaders (TL's) arrange for their teams to complete the self assessment on an annual basis or upon new arrivals in their section.

PCS asked if there is a long delay expected with the introduction of an on-line package that a reminder is sent to Team Leaders and Managers to complete following any significant change.

1.2 Risk Assessments

There is an ongoing Risk Assessment review underway. This will be completed by Alan Low, H & S Adviser in conjunction with TL's, Managers and individual members of staff. Copies will be forward to Alan MacKenzie for PCS records.

PCS asked if consideration had been given to risk assess the new scan and create. Alan Low said that he had been in communication with the managers of this area and risk assessments will be completed for these roles.

2 Accident Reports

36 accident reports were recorded for the period January to November 2007 - 3 more than the same period in 2006 however no accidents were reported to the Health and Safety Executive as over 3 day absences from work.

The most common causes were related to Furnishings [16] Manual Handling [12] trips and falls [4] Scalds [3]. Health and Safety inspections continue to highlight instances of poor housekeeping and managers are reminded to encourage staff to keep offices tidy.

The Committee previously noted that some of the reports related manual handling tasks and it was agreed that further training and refresher training on manual handling techniques should be given to those staff – this was carried out targeting Support staff in July and August although it should be noted that a high percentage of staff failed to attend. Training Section will check on any non-attendees with their Team Leaders.

PCS were concerned that any cabling issues were the responsibility of BT and would like to know what RoS were doing regarding these issues.

BT are the IT partner for RoS and as far as we are aware there are no issues and BT complete requests when reported via the BT Helpdesk, if there are any outstanding issues then staff should notify the Partnership Management Team.

3 Eye and Eyesight Testing

There are still a number of instances of missed appointments without prior notice. Staff Relations are monitoring this. [Eye Testing Programme – EXPLAINED.](#)

Eye sight tests for all authorised drivers were introduced in May 2006. These are scheduled outwith the existing eye sight programme.

PCS previously had requested a note added to the Eye Testing Programme web site informing staff that they are free to use their own optician. However, the web site does already refer to other Opticians and asks staff to contact Staff Relations in the first instance.

PCS requested that bookings are made between the hours of 10am and 2pm.

Alan Low explained that we are currently going through a procurement tendering process as our current contract is due to expire shortly.

4 Health and Safety Inspections

The joint health and safety inspections are now scheduled on a rolling programme of every 3 months and advance notice is provided via a staff notice on the Intranet. It had been noted that recent inspections have highlighted fewer housekeeping issues. We now notify staff of these scheduled inspections via the Intranet.

Alan Low said that we are also looking at different ways of making staff aware of their health and safety responsibilities on an on-going basis.

5. Lifestyle Days

These took place on 6th, 7th and 8th November in Meadowbank House (MBH) and Hanover House (HHO). We used network sheets to encourage staff to visit all contributors and an on-line feedback form has been published on the Intranet. We are especially interested in reasons why staff were unable to attend these events as only 1/3 of overall staff attended.

It has been decided to hold a mini lifestyle day at our Erskine House office in January as we recognise that it is not always possible for staff to attend the MBH event.

6. Any other business

European Health & Safety Week – PCS are keen to highlight this event annually. Catherine Willis stated that we do advertise this campaign via our Intranet wellbeing calendar and was aware that this year's topic was musculoskeletal disorders. We also had our on-site massage therapists attend our lifestyle days to offer advice and free taster sessions to members of staff. We are happy to raise awareness for next year's campaign and welcome any ideas and suggestions on how to do this.

Mugs and crockery from kitchen areas – This was addressed earlier this year and staff were informed by staff notices published on our Intranet that any unused crockery left in these areas would be removed. Our contact catering supplier kindly washed all items collected and they have since been deposited at a local charity shop.

Hanover House – what is being done about women being propositioned?

We were not aware that this was a normal occurrence. Staff should contact the police to make them aware of any incidents as well as informing their Team Leader/Manager so that if there is a recurring issue the committee can address this appropriately.

Catherine Willis will issue a staff notice to gauge the interest of staff with a view to arranging personal safety seminars. Callum Glen will also contact PC Karen Alexander of Strathclyde Police who was involved in previous liaison regarding this issue to give her an update on what has been reported and whether the police are aware of have been made aware of increased activity in the local area of this type.

Cabling issues – What is RoS doing about it?

This matter was covered under item 2 Accidents.

With no other business to discuss this meeting closed at 11.45pm.