

**NAS Health and Safety Committee Meeting  
29 October 2007 2pm Lord Clerk Register's Room, GRH**

**Attendees:** Dave Brownlee (Deputy Keeper- Corporate Services), Tristram Clarke (Outreach Services Branch), Alex Cochrane (Reader Services Branch), Jimmy Gilmour (Reader Services Branch- West Search Room), Stuart McIver (ICT Digital Information Systems), John Mitchell (Accommodation Services Branch), Davie Renton (Accommodation Services Branch), John Welsh (ICT Digital Information Systems), Jenny Cutts (secretary).

**Apologies:** John Fraser (ICT Digital Information Systems), Linda Gordon (Court and Legal Records Branch), James McCormack (Government Records Branch), Bob Phillips (Accommodation Services Branch).

**1. Apologies**

Apologies for absence from Linda Gordon, James McCormack and Bob Phillips were noted.

**2. Health and Safety Entry on *theOracle***

Work is progressing on this, with John in ongoing discussion with the IT Web&Applications on the content and layout of the new pages.

**3. H&S Inspections, Display Screen Equipment (DSE) Assessments**

It was reported that some GRH and TTH inspections remain outstanding but that WRH inspections have been completed. Within GRH assessments have concentrated on DIU as these are more involved due to the equipment used.

**4. Current H&S issues of concern**

4.1 Jimmy Gilmour reported that he had arranged with Jim Grady for the identification of furniture and other stored items in WRH basement regarding their retention or disposal and that this assessment will take place week commencing 29 October 2007. A room in WRH is available for storing those items to be retained.

4.2 Printer cartridge recycling was discussed. New cartridges will be recycled by the supplier once used. There are however difficulties in finding a company to dispose of the accumulated spent cartridges, which are currently being stored awaiting a disposal solution. It was affirmed that these 25 cartridges require appropriate 'environmentally friendly' disposal and may not be sent to landfill. Further investigation will continue in order to identify a suitable disposal contractor. It was suggested that the disposal company which serves Scottish Government might be used. However, it was noted that this company has already been approached and have refused to dispose of cartridges not originally supplied as part of their supply contract.

Action: John Mitchell to investigate cartridge disposal.
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4.3 Potential fire hazards in DIU storage areas were discussed. Stuart McIver reported that problems with the storage of chemicals in room 19 persist although advice and instructions from Linda Ramsay had been issued. It was noted that the storage space freed by the establishment of a paper store at WRH could now be reused for other materials. Dave Brownlee explained that he would inspect the area

and investigate chemical storage problems following the meeting. In addition, it was reported that clutter poses risks elsewhere within DIU and that printer cover sheets are stored unsatisfactorily in piles on the floor. It was asserted that these cover sheets must be kept for a period to guarantee quality assurance but accepted that they could be better stored in a cupboard. It was also suggested that the proper retention period of these records for audit purposes be facilitated by an improved system for keeping them.

4.4 The storage issue pertaining to large ladders in room 17 was updated. John Fraser has prepared a written proposal for a reconfiguration of the unit in order to address such problems. This would include relocating these ladders and moving the Océ scanner into room 19. Reorganisation is contingent upon Grayham Mount's consideration and approval.

4.5 Davie Renton explained that unsupervised workmen working at GRH over the weekend had turned off a fire detector and failed to turn it back on. Consequently GRH had not been covered by fire detection for two days until the system was reinstated the following Monday. It was noted that weekend building work is not entirely unsupervised as Accommodation Services are always present but circumstances had led to the disablement of a detection panel in this instance.

Action: John Mitchell to discuss problem with Bob Phillips.
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4.6 Stuart McIver reported that the back office used by Historical Search Section staff is very cramped; that there are many record trolleys in the room and that the desks themselves are also cluttered. It was noted that four members of staff use this office. Complaints have been made that record trolleys have not been removed when requested and this augments the problem with space. It was noted that the prolonged retention of record trolleys within crowded offices across all buildings poses health and safety concerns.

4.7 The congestion of the GRH side door due to transmissions room being located there was discussed. It was explained that the location of the transmissions room at the west side door had originally been conceived as a temporary measure, but that this arrangement had lasted longer than had been hoped due to the lack of a suitable alternative location. It was agreed that a resolution to the problems encountered due to the current location of the GRH transmissions room should be sought. Linda Ramsay and Alison Horsburgh will prepare a paper outlining possible options. They will aim to prepare this for end-January when it will be circulated for wider discussion. Alternative rooms on the east side ground floor were suggested and considered.

Action: Alison Horsburgh and Linda Ramsay to prepare a paper on future record movements within GRH
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4.8 Trolley damage to walls and the challenges posed by SFHS building work occupying the central core of GRH were also discussed. It was agreed that it would not be worth making good the damage at this time until the future location of the transmissions room was settled upon. When the Mathieson and Adam Dome shelves are filled again, freeing up space for popular records to be stored nearer the search rooms, the amount of trolley traffic through GRH will be reduced. It was confirmed

that the Dome Gallery will be available for records in transit once the ScotlandsPeople Centre opens. Drafts and noise from GRH side door and its potential effect upon the Reid Room customers was also discussed. Dave Brownlee reaffirmed the decision that trolleys cannot be taken through the Reid Room.

4.9 GRH lifts were discussed. Davie Renton explained that the ongoing failure of these lifts was problematic for transporting records across the building and suggested that problems with the lift braking systems were due to the fact that trolleys must be placed to one side inside the lift to enable manoeuvring and operation of the lift. It was estimated that each of these lifts are used 100-150 times per day.

4.10 It was reported that temporary guards had been taped onto DIU cameras in advance of new parts being delivered as necessary. Compressors are due for service by ICAM. It was noted that John Welsh and John Fraser are chasing this up.

## **5. SHAW Report**

5.1 In Linda Gordon's absence matters relating to SHAW were discussed amongst the group. It was noted that free health checks had taken place successfully at GRH recently. A 'smoothie day' had been held at WRH and another scheduled to take place at GRH on 30 October 2007. Jimmy Gilmour suggested that a blender be made available for each of the tea rooms so that staff can use them on a daily basis. Dave Brownlee agreed that SHAW could procure extra blenders for this purpose.

5.2 It is expected that the WRH tea room will be refurbished this financial year and we are just awaiting confirmation of Autumn Budget Revision figures. Further work on WRH will be decided following Ministerial decisions on the accommodation business case. Dave Brownlee explained some of the accommodation options detailed in the business case. It was noted that one option would be to vacate and completely refurbish WRH; whatever option was chosen, however, it now looked certain that we will continue to occupy WRH for the next 5 years.

## **6. Accident reporting since last meeting**

Three incidents were reported during the period since the last meeting; two of which had been moderate and one minor.

## **7. Minutes of last meeting (27<sup>th</sup> July 2007) and matters arising not already covered**

[3] Dave Brownlee had requested volunteers for additional HSLOs but nobody had been forthcoming. He resolved to mention the request again in the Deputy Keeper's Diary.

## **8. Any other business**

No other competent business was raised.

## **9. Date of next meeting**

It was agreed that the next meeting should be held at the end of January 2008 and that Jenny Cutts would canvass for dates nearer the time.

Jenny Cutts  
28 November 2007