

**NAS Health and Safety Committee Meeting**  
**29 September 2009 2:00pm, Lord Clerk Register's Room, GRH**

**Attendees:** Dave Brownlee (Deputy Keeper- Corporate Services), John Fraser (ICT Digital Information Systems), Jimmy Gilmour (Archive Attendant Team Leader, Reader Services Branch), John Mitchell (Accommodation Services Branch), Jenny Cutts (secretary).

**Apologies:** Alex Cochrane (Accommodation Services Branch), James McCormack (Court and Legal Records Branch), Bob Phillips (Accommodation Services Branch), Tracy Richardson (Development Centre), Gordon Stocks (Conservation).

### **1. Apologies for absence**

1.1 Apologies for absence were noted.

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

2.1 It was reported that DSE assessments are ongoing. Jimmy Gilmour has performed these for WRH and Alex Cochrane and Keith Gray are working their way around GRH. TTH DSE assessments are also underway and assistance may be provided by H&S representatives from other buildings. New members of staff have had display screen equipment assessments as they have taken up post.

### **3. Current H&S issues of concern**

3.1 Jimmy Gilmour explained that one member of staff working in DIU required reflective spectacles due to glare. Wraparound sunglasses are available in DIU but did not fit comfortably over the individual's own glasses, and anti-glare clip-ons were not available. A break down of the full costs of their new spectacles has been requested so that the Personal Protective Equipment (PPE) entitlement may be worked out. John Mitchell added that the PPE regulations are being checked and that Occupational Health have been consulted on procedure.

3.2 It was noted that, at present, some of the cameras are in shade due to their position and glare must be considered. John Mitchell added that the new DIU cameras may be operated in daylight, without the need to draw blinds, and without glare problems.

3.3 Lothian and Borders fire brigade had provided training for NAS and GROS. Numbers attending were fewer than expected, though there may be reasons for this. Repeat training will be considered.

3.4 The Evac Chair training will be arranged. The supplier may train a maximum of 12 staff members who will then train colleagues subsequently. Volunteers will be solicited.

### **4. Accident reports since last meeting**

4.1 Two accidents were reported since the last meeting. One member of staff tripped at the back door to WRH though there are no actual obstacles that could be removed. Another person burnt themselves on micro-waved food in GRH. A notice about letting food stand after micro-waving has been supplied.

## **5. Disability Issues**

5.1 No disability issues were reported. Jimmy Gilmour explained that Evac Chairs will be supplied in all buildings and that lifts are being fitted with an automatic dial-out in the event of sticking.

## **6. Minutes of the last meeting (18 June 2009) and matters arising**

6.1 [3.3] It was observed that the Scottish Government's guidance on swine flu has not changed. A couple of NAS staff members have been off sick with suspected swine flu, though the Scottish Government HR system considers swine flu cases to be only those treated with Tamiflu.

6.2 [7.3] John Mitchell posted van driver information on the Oracle and a checklist has been provided for the driver.

6.3 [7.5] It was reported that some visitors using the meeting room had been unwilling to display their identity passes within the building and that the Scottish Government security guard had to insist. A complaint about this was subsequently received from the visitor who had pointed out that customers using the Adam and Matheson Domes didn't display passes. Dave Brownlee confirmed that the guard had acted quite properly, as visitors being taken to 'restricted' areas of the building must display the appropriate pass.

6.4 [7.6] Dave Brownlee confirmed that new tables for the Lord Clerk Register's room were on the purchase list for this year.

## **7. Any other business**

7.1 There was no other business.

## **8. Date of next meeting**

8.1 The next meeting is due to be held during December 2009. Jenny Cutts will canvass for dates nearer the time.

Jenny Cutts  
29 September 2009