

Minutes of NAS Health and Safety Committee meeting, Thursday 26 January 2006 in the Meeting Room, Robertson Wing, GRH at 10.30am

Attendance: Jane Jamieson, chair; Bob Philips, Safety Officer; Gordon Stocks, Conservation; Davy Renton, HSLO; John Welsh, HSLO; Iain Moffat, DIU; and Raymond Wright, SHAW

1. Apologies

Apologies were received from Linda Sayegh, Tristram Clarke, Stewart Hepburn and John Mitchell.

2. Minutes of last meeting

The minutes of the previous meeting were approved.

3. Matters arising from minutes

JJ mentioned that she had not written to Dave Brownlee concerning the attendance management in the NAS because of pressure of work and time. She understood that the matter had been resolved by the union side and the affair was now concluded. Regarding additional first aiders, JJ said that she had been unable to contact anyone at WRH but in the interim all current first aiders now had valid certificates. Regarding training under the DDA, JJ mentioned she had had informal contact with the Development Centre regarding this and had also asked DM Woods Medical regarding training. As yet no decision had been reached. Regarding lighter trolleys for use in the search rooms, JJ produced a list from Norseman who supplied trolleys for the Bodleian in Oxford. BP felt that the manufacturer of the present NAS trolleys should be approached regarding modifications to the wheels and brakes. The matter was left open.

4. Shelving

Bob Phillips said that TTH 2A tender for shelving had been accepted and Rackline appointed as the contractor although there was some dispute over the depth and weight of the shelving which he was hopeful would be resolved at a proposed meeting of the project board on 23rd February.

5. HSLOs

JJ formally welcomed Davy Renton and John Welsh as new HSLOs for GRH. She commented that there had been little or no response to Dave Brownlee's email regarding volunteers and that WRH still remained a problem.

6. Fire safety policy

BP said that the policy was still with the Keeper awaiting response.

7. Family History Centre Project

BP reported that phase 2 had been handed to the contractor. This mostly involved work in New Register House. Currently phase 1 work was 3 months behind schedule but phases 1 and 2 were due to be completed in April which if achieved would mean that the project would then be back in line with the original programme.

8. Disability Discrimination Act and training

Some discussion took place regarding the supply of suitable evac chairs for the evacuation of the disabled from GRH. BP reported that he had found a new supplier in Penicuik who appeared to have a solution to the problem of the steepness and curvature of the stairs at GRH. He intended to get the supplier to come and demonstrate the proposed chairs.

9. Proposed Radio mast at WRH

BP reported that a meeting had been arranged with staff and Edinburgh City Council's scientist to discuss openly whether there was any potential risk. The report provided by the council indicated that there was no risk. All staff have been invited to these meetings to hear the case from the council and to enable them to put their concerns directly to the council's expert. JW asked if Historic Scotland would approve the mast and BP replied that since it was an internal dish and hidden behind shutters then HS would raise no objections.

10. accident reports – GRH, TTH, WRH

JJ said that there was nothing particularly significant about the last quarter's accident reports. BP said that one of the contractor's men had had the top of a finger severed in an accident while working on the cast iron floor in the new Mathieson Dome.

11. AOCB

JJ announced that for personal reasons and because of an increased workload she was resigning from the Health and Safety Committee. She had already notified Dave Brownlee who had suggested that it was up to the committee to find a new chair. BP thanked JJ for her valuable contribution in the committee.

GS raised the possibility of a washing machine/tumble drier at TTH. BP told him to put in an RFC and the matter would be dealt with. GS also reported that in wet weather the SRO plate at the front of TTH was very slippery as well as the ground lights. ACTION POINT: BP to look into possible solutions for this.

DR raised the matter of the chairs in the Robertson Wing and whether it was desirable for them to be refitted with castors. BP said that this would be possible but was inadvisable because of the wooden floor.

DR said that he was hopeful that he along with John Mitchell would be able to start on desk assessments at GRH. BP said that C-Mist were going to do a risk assessment of the entire NAS but this had been delayed due to an unexpected absence in the C-Mist team.

IM commented that the extra baffles in DIU were proving very useful and that ICAM would be fitting these permanently to the machines. He also asked about fire marshals and JJ said that John Mitchell was the FPO for GRH.

JJ also said that due to the move of Tristram Clarke from TTH there would be no FPO there but she hoped that one of the new moves would take this over.

BP mentioned that New Register House was having an Open Day on 11th February which was to be run by BBC radio and all were welcome. He also read John Mitchell's summary of hazards of cabling at GRH. RW said he would look into this.

The toilet problems at GRH had been resolved while the lighting faults remained ongoing. WRH now had a revised management document on asbestos, one copy to be kept at WRH and one copy in BP's office in GRH.

GS mentioned the locks and doors at TTH the rooms and doors that cannot lock by electrics, could possibly malfunction in the opposite way and maybe someone could be locked in. JJ said that this had happened to her last night and that by manually

locking the storerooms the override on the inside did not work. ACTION POINT: BP to look into this and possibly issue keys to members of staff.

12. Date of next meeting

The meeting was unable to arrange the date of the next meeting due to the resignation of the chair.