

HEALTH AND SAFETY COMMITTEE MEETING-  
Held on Wednesday, 24<sup>th</sup> of January 2007 within the Robertson Wing Conference  
Room at 10am

Present;

Mr D Brownlee	Deputy Keeper Corporate Services	Mr A Cochrane	Representing (PCS)
Mr R Phillips	Accommodation Services Branch (ASB)	Mrs L Sayegh	Court and Legal
Mr J Mitchell	(ASB)	Mr John Fraser	Digital Imaging
Mr T Clark	Out Reach and Education (OEB)	Mr D Renton	(ASB)
Mr J McCormack	Representing (PROSPECT)	Mr A Waterland	The Royal Society for the Prevention of Accidents (RoSPA)

## **APOLOGIES**

Mr J Welsh Digital Imaging and Mr G Stocks Conservation.

### **1. Introduction**

1.1 Bob Phillips welcomed all present and thanked them for volunteering to be members of this committee. He indicated that this committee was considered by management to be very important and that in future the meetings would be chaired by Dave Brownlee Deputy Keeper.

1.2 Dave confirmed senior management's commitment to the health, safety and welfare of NAS staff and our visitors. He also indicated that the meetings would be held quarterly as before. As at this time there was no one appointed as Secretary, so Bob agreed to take the minutes of today's meeting.

1.3 Since the last committee meeting, a Quality Safety Audit (QSA) has been commissioned from RoSPA and the auditor, Mr Andy Waterland, had been invited to the meeting to give a presentation which would give more detail on;

- the H&S Audit procedure
- the results and recommendations coming from the audit

### **2. Matters of Concern**

2.1 In advance of RoSPA making the presentation, it was agreed to take any items which may either be an immediate concern to the committee member or which has been brought to their attention by a member of staff in order to decide whether guidance could be provided by RoSPA at the meeting.

2.2 Minute Secretary – Dave Brownlee agreed arrange for a minute secretary for the H&S Committee.

2.3 Health and Safety Liaison Officers (HSLO) – John Mitchell indicated that he considered that NAS required more HSLOs and suggested that to provide full cover we should ideally have 4 for GRH, and 2 each for TTH and WRH. It was noted that apart from himself, David Renton, John Fraser, John Welsh, Bob Phillips, Jim Thorburn and Jimmy Gilmour had attended the HSLO course run by SE. Both Jimmy, Jim and himself were designated HSLOs. He also noted that the course had now been trimmed down to one day. John Mitchell briefly outlined the HSLO duties as follows;

- Quarterly work place inspection including the preparation of a report to be sent to Management
- Risk Assessments as requested
- Inspection of accident reports and meeting with staff to investigate the occurrence.
- Induction procedure on H&S

It was agreed that HSLOs needed to be given sufficient time away from day-to-day duties to carry out work place inspections. It was also suggested that if we were unable to obtain sufficient HSLOs from existing committee members, that branch heads should be asked to request volunteers from their staff. Alex Cochrane volunteered to become an HSLO.

2.4 Linda Sayegh stated she had been requested to bring the following to the attention of the committee;

- a. TTH archive store 2A difficulty in moving the new shelving

*Action – Bob stated the gearing was to be changed when the contractor returned on the 5<sup>th</sup> of February to install the shelving to the other half of the room Linda Ramsay Head of Conservation had already been informed*

- b. TTH Washing machine and refrigerator for conservation.

*Action – ASB indicated that these requests he understood were with Jim Grady of FAB. Dave Brownlee agreed to investigate and consider the request.*

- c. Doors within conservation leaking oil from the door closer.

*Action – ASB have ordered the work on the contractor Morris and Spottiswood who they would pursue to have the work completed.*

2.5 Tristram Clark said since moving to the Robertson Wing, he had noticed the stairs appeared to be uneven and curved on the angle, he had become use to this but

suggested that our visitors might not be use to this and suggested that an additional handrail at the wall might prove helpful.

*Action – ASB agreed to inspect the steps.*

2.6 Tristram also indicated that the notice listing the First Aiders was out of date and asked for it to be updated.

*Action – ASB to arrange for the notices to be revised.*

2.7 Alex Cochrane expressed his concerns regarding the Sasine Records being moved from the West archive stores to the East archive stores for when the Legal Searchers move to the Robertson Wing and asked what consideration were being given to staff that were required to move the documents. He recognised that manual handling would be a big issue when the move occurred. John Mitchell agreed and indicated that the Branches involved in moving the records would be required to risk assess the work requirements.

*Action – Branches involved in moving the documents to consider providing a risk assessment.*

2.8 David Renton stated that ASB had replaced the majority of workstation chairs at TTH and every one appeared to be satisfied. Linda Sayegh stated that both she and David Hunter were experiencing problems with the chairs. John Mitchell confirmed that David Hunter had been shown how the chairs operated and in Linda's case the next step for her was to be assessed by occupation health so that a work station could be reconsidered and the required furniture obtained to suit her particular problem. If David was experiencing similar problems than this course of action was also required to be taken by him. Linda stated that completion of the documentation and the procedures were complicated, it was explained that when this was done then the outcome in the selection of suitable furniture had proven in the past to be of assistance to the individuals who have taken this course of action.

*Action – David and Linda to consider, making the required application via their line managers to have occupational health review and assess their specific requirements.*

2.9 On a general point, it was noted that accommodation problems affecting H&S could be reported via the Help Desk or by submitting a Request for Change, and could in most cases be dealt with without having to wait for the quarterly committee meetings.

### **3. Presentation by RoSPA on the QSA**

3.1 Mr Andrew Waterland with the use of a power point presentation provided the committee with background information on RoSPA and the various services provided by them. He then indicated that they had been commissioned by NAS to carry out a

QSA in order to find out if and what improvements were required. The core Scottish Executive had undertaken a similar exercise about 5 years ago we were the first SE Agency/Associated Department to undertake this task, for which we should be commended.

3.2 He explained the purpose and procedures of the audit, indicating from a standard list of topics, it had been agreed that the following 10 be selected as a representative indicator of NAS's arrangements to control risk and to comply with legal requirements;

- Manual Handling
- COSHH
- Management of fire and other emergencies
- Workplace safety and welfare
- Workplace transport
- Working at heights
- Permit to work
- Display screen equipment
- Management of stress
- Management of lone working

3.3 Having described the procedures he then proceeded to explain in detail the findings of the audit and to provide reasons for the mark awarded. He made reference to the 10 items listed above and highlighted the zero score relating to Stress Management as he was unable to find any policy or procedures within NAS relating to this issue. Dave Brownlee indicated that NAS followed SE procedures and that there was a lot of guidance available on the Oracle on the subject. We would look at how to highlight this.

3.4 The following summarises the recommendations of the audit

1. H&S management procedures require to be developed.
2. Roles and responsibilities for all staff relating to H&S require to be defined.
3. The H&S competency of staff requires to be identified and established, particularly line managers.
4. NAS should formalise the appointment of a competent person to advise them on H&S
5. Annual H&S plans preferably contained within the corporate plan should be developed; key objectives and targets need to be identified.
6. Risk assessments require to be reviewed especially risks associated with COSHH, manual handling and display screen equipment.
7. The induction process requires to be reviewed to ensure new members of staff are provided with key H&S information.

3.5 It was also noted that although several recommendations have resulted from the audit, the auditor recognised that some managers were working to improve H&S in their respective branches. These managers who he had interviewed he stated had indicated that they would welcome a procedural document telling them how NAS

complied with health and safety issues. He indicated that the marking given to NAS out of 100 was 23, which was similar to the marking attained by SE when they had their original audit carried out. The next audit of SE, some 4 years later and after some considerable work had been done, awarded a marking of around 45 and he anticipated with the proper commitment, our second audit should at least reach that mark or even better it. He also stated that a lot of good procedures were contained within the SE guides and that what NAS required to do was look at these see which of them fitted our operational requirements and use these documents as a basis of providing NAS procedures and guidance.

3.6 Andy then suggested the committee should be dealing with more strategic issues rather than concentrating on more routine accommodation items in order to ensure that procedure and guides were completed and targets met, accidents investigated and steps taken to prevent reoccurrence. Also that adequate documents were available to all staff to ensure a safe working was achieved.

3.7 With regard to combining the NAS and GROS H&S committees, he felt that this may not prove to be helpful as both had different chief executives each with prime responsibility for H&S in their organisation, with one perhaps wishing to progress faster than another. Bob Phillips did not entirely agree, given the excellent working arrangements that both departments had with each other. It was agreed by all that there was certainly scope for close working in this area. It would be for both accountable officers (currently Dave Brownlee and Eddie Turnbull) to consider how far we would go in sharing this aspect of our work.

3.8 David Renton suggested that target dates require to be set against the production of documents. Dave Brownlee agreed and will consider this when he has had an opportunity to discuss the recommendations further.

3.9 John Mitchell asked Dave Brownlee if senior management were fully committed to the results of the audit. Dave Brownlee stated the Keeper had not yet seen the RoSPA report but he on behalf of NAS gave assurance of their commitment.

#### **4. Next Meeting**

Dave Brownlee agreed to arrange a date for the next meeting and he would contact all the members of the committee.