

Report of NAS Health and Safety Committee Meeting, Wednesday 19th January 2005  
in TTH, Mess Room at 10.30am

Attendance: Jane Jamieson, chair; Marilyn Mazs, GRH HSLO; Bob Phillips, Safety Officer; Louise Carroll, Conservation; Iain Moffat, Repro; Raymond Wright, SHAW; John Mitchell, ASB; Tristram Clarke, FPO

**1. Apologies**

Jimmy Gilmour, Stewart Hepburn

**2. Minutes of last meeting**

The minutes of the last meeting were approved.

**3. Matters arising from minutes**

JJ reported that she had not as yet approached the Development Centre about courses in sign language. JM reported that the risk assessments should be part of the induction pack for new members of staff

**4. Shelving**

BP reported that room 39 at GRH was being reshelved to take microfilm and to increase the capacity to 400 metres. Funding for reshelving room 2A was to be available and the tender for the installation of mobile racking should be going out soon. He expected the capacity to increase by more than 1000 metres. JM said that the reshelving of the valuation rolls would be completed soon and that existing handling problems with them would be eliminated. BP said that a working party on shelving had been established and would meet next month. JM stated that the maintenance contractor had started on the shelving defects throughout all the NAS buildings. BP stated that the buckling in the GRH shelving was being resolved and the load capacity was 200kg per shelf.

**5. Stair Wells GRH**

JJ mentioned access problems for members of staff who had inadvertently lost their passes and became trapped in the stairwells at GRH. BP said that he was trying to arrange for cabling for phones on the stair wells to alert the side door if this happened.

**6. First Aid Courses**

JJ reported that no-one had gone on first aid training but that she was hopeful that more members of staff would go on this year.

**7. Fire Marshals**

BP stated that the courses had been organized and that it was just a matter of getting people on them. He also stated that outside training should be available every three years to keep standards up. JJ pointed out that internal training on where the fire points are etc should be organized by the FPOs of each building.

**8. Training on Evacuation Chairs**

Some discussion took place on the suitability of these chairs and the committee decided to arrange for training from the manufacturer. It was also agreed to purchase wheel chairs for all three buildings to assist visitors with mobility problems. Some

discussion took place over the identification of refuge points but further action was postponed until fire marshal training had taken place.

### **9. Manual Handling Courses**

BP reported that C-Mist were looking into providing these and he expected them to be in contact shortly. BP also said that C-Mist were looking at providing risk assessment courses as he was currently the only person qualified to do risk assessments. The course would be aimed at Repro, Conservation, existing HSLOs and would probably consist of 6 people. He suggested that risk assessment should be reviewed by an independent body every 2 years. JM circulated a print out from Health and Safety Essentials relating to risk assessing for the purchase of machinery. MM said that the magazine was held in John's room if anyone wished to have a look at it.

### **10. Committee Membership**

JJ formally welcomed Tristram Clark who agreed to serve on the committee and as Fire Precautions Officer for TTH.

### **11. Accident Reports – GRH, TTH, WRH**

JJ stated that the online accident reporting was working well and that Jimmy Gilmour and Stewart Hepburn were now collaborating over some improvements/amendments to the system. The quarter's accident reports have been printed and are kept in hard copy under lock and key by the chairman. Some discussion took place over the levels of stress experienced by all grades of staff and disquiet was expressed over the effect of letters about sick leave from HR and over the senior management's attitude to sickness in the NAS. The committee decided that members of staff should be encouraged to report both near misses and incidents of stress in the accident reporting system.

### **12. AOCB**

MM said that there was a redundant notice for a fire point in the GRH catalogue room.

BP asked if the disability working party could be added to all future agendas.

JM asked for workplace inspection checklists to appear as an agenda item from now on.

### **13. Date of next meeting**

Wednesday 27th April 2005 in the Conference Room, GRH.