

**NAS Health and Safety Committee Meeting
17 April 2007 10:00 am Robertson Wing Meeting Room, GRH**

Attendees: Dave Brownlee (Deputy Keeper- Corporate Services), Tristram Clarke (Outreach Services Branch), Alex Cochrane (Reader Services Branch), John Fraser (ICT Digital Information Systems), James McCormack (Government Records Branch), John Mitchell (Accommodation Services Branch), Bob Phillips (Accommodation Services Branch), John Welsh (ICT Digital Information Systems), Jenny Cutts (secretary).

Apologies: Jimmy Gilmour (Reader Services Branch), Linda Gordon (Court and Legal Records Branch), David Renton (Accommodation Services Branch), Gordon Stocks (Conservation Services Branch).

1. Apologies

Apologies for absence from Jimmy Gilmour, Linda Gordon, David Renton and Gordon Stocks were noted. Dave Brownlee welcomed Jenny Cutts who has joined the Committee as secretary after taking up the post of Senior Management Assistant. It was explained that an NAS meetings structure had been established and this was the first of the quarterly Health and Safety committee meetings to be held in 2007-2008.

2. Membership

Membership of the committee was clarified. It was noted that membership includes those listed as attendees and those who submitted apologies for today's meeting, and that membership rotates amongst CSB staff therefore other members of staff will attend in place of Gordon Stocks at future meetings.

3. Health and Safety Liaison Officers (HSLOs)

It was noted that Dave Brownlee has invited staff to volunteer for the role of Health and Safety Liaison Officer and that Alex Cochrane and Stuart McMillan are awaiting training for the role. The number of HSLOs based at WRH was discussed. There are two, Jimmy Gilmour and Iain Moffatt, though the latter is not based permanently at WRH. TTH has only one HSLO at present (James Thorburn) and will only have two first aiders (Linda Ramsay and Kirsty Stewart) following the departure of Louise Robertson. It was agreed that a quarterly programme of risk assessments for all three buildings needs to be restarted.

Action Point: A notice to HSLOs to conduct risk assessments will be issued.

4. Progress on Action Points from RoSPA (Royal Society for the Prevention of Accidents) Quality Safety Audit.

4.1 John Mitchell circulated draft documents on the following topics: Health and Safety policy; homeworking policy; management responsibilities; induction procedures; accident and reporting. It was agreed that finalised versions would be mounted on the Health and Safety pages of the Oracle.

Action Point: Dave Brownlee to arrange a meeting with Chris Dunne, John Mitchell and himself about revamping the H&S area of the Oracle

4.2 John Mitchell was nominated as the competent person to advise NAS on health and safety. It was suggested that GROS might share the same H&S advisor as NAS, although each would retain separate H&S committees for the present. It was agreed that would present the policy and procedure documents to the GROS H&S committee with a view to their adopting similar versions.

Action Point: Dave Brownlee to discuss this suggestion with the Keeper, Registrar General and Eddie Turnbull.

4.3 It was agreed that H&S objectives should be embedded in the NAS Corporate Plan in accordance with RoSPA recommendations.

Action Point: Dave Brownlee to draft H&S objectives for the Corporate Plan.

4.4 It was noted that risk assessments take place on an ad hoc basis at the moment. John Mitchell explained that he has undertaken COSHH (control of substances hazardous to health) assessments for all the chemicals used by NAS cleaners and that Linda Ramsay uses an assessment form (based on one used by the Museums of Scotland) for chemicals used by CSB. It was agreed that a common NAS policy should be formulated so that COSHH assessments may be standardised throughout NAS. The involvement and agreement of both CSB and ICT Digital Information Systems should be sought for this purpose. It was further agreed that an annual process for COSHH assessments should be established in order to refresh memories and incorporate any changes and that this should link into NAS sustainability policy. It was noted that when purchasing chemicals, a balance between cost of product and sustainability policy was being considered, so the cost of safe disposal must also be taken into account.

4.5 It was noted that the Development Centre will be reviewing the induction package for new staff and that H&S officers should provide H&S induction to new starts on their first day (or within 10 days if that is not possible). The induction document will include a checklist regarding H&S for the member of staff to complete.

5. Current H&S issues of concern

The following issues were discussed:

5.1 It was noted that following the recent roll-out of flat screen monitors, several members of staff have placed helpdesk calls to have the height of their new monitors changed and that the need for equipment to raise screens may multiply as more flat screen monitors are provided across the office. It was noted that any costs of this equipment would be charged to ICTB.

5.2 An incident was reported whereby the daughter of a member of staff working overtime had been using NAS equipment with H&S implications. It was noted that this had already been dealt with and it had been made clear that if a member of staff

has a child with them in the office, they must not under any circumstances operate equipment.

5.3 It was reported that Construction Design Regulations had changed on 6 April 2007 placing more onus upon the client than the contractor. It was noted that NAS practices and procedures already meet the new requirements and no further changes are necessary.

5.4 A query was raised regarding staff access to the Adam Dome gallery during construction work and it was confirmed that no access will be permitted. It was also noted that the two store rooms adjacent to the Dome would also be closed to staff during this period.

5.5 It was agreed that NAS fire marshals would be briefed regarding fire exits in GRH during building work. It was noted that the LCR may be used for transporting records when not in use. It was further noted that the Garden Entrance will not be ready for access by 1 May so the James Craig Walk door will be used temporarily for two/three weeks.

5.6 CCTV was discussed. It was confirmed that once the SFHS project has been completed, there will be CCTV coverage of the external wall of the DIU, including the James Craig Walk fire exit, the exterior of the Garden Entrance and the entrance into the Dundas Room in NRH. Some internal CCTV will also be included in the building work for the project, though no final decision has yet been taken on coverage of the Garden entrance area and Robertson Wing stairwell.

5.7 A problem with GRH side door and corridor being blocked by simultaneous delivery of paper and arrival of the NAS van was discussed. This has resulted previously in the obstruction of a fire exit for up to one hour. It was noted that it is not possible to request the suppliers to deliver at a specific time in order to avoid this situation reoccurring. It was agreed to investigate alternative areas for paper storage so that a different building may be used for bulk delivery.

Action Point: John Welsh and WRH staff to look at storage areas in WRH.

5.8 Waste cardboard disposal was discussed. It was noted that the accumulation of cardboard in TTH may be a trip hazard and that use of a cardboard crusher like that used by GROS in Ladywell house would be advantageous. It was explained that it would be sensible for NAS to acquire a larger machine than the GROS one, also that a machine would enable NAS to discard one of the TTH skips. It was noted that ear defenders and gloves would be required by staff operating the crusher.

Action Point: Dave Brownlee to look at the GROS crusher and consult information leaflets supplied by John Mitchell.

5.9 It was agreed that Accident Reporting should be a standing agenda item for H&S Committee meetings. Five accidents for 2007 so far have been reported: 3 minor and 2 moderate. One of these accidents involved someone banging their head on a digital camera support. It was noted that two years ago, the camera manufacturer had

assessed the cameras but that the modifications which had been made as a result were of a temporary nature and had not been updated subsequently.

Action Point: A risk assessment of digital camera operating will be undertaken. John Welsh will contact John Taylor (representative of the manufacturer).

5.10 The H&S implications of DIU operating with the blinds permanently drawn were discussed. It was noted that the TTH digital imaging team take regular 'sunlight breaks'. It was agreed that once baffles have been fitted to the cameras in DIU, it will be possible to work with the blinds open.

5.11 The NAS box making facility was discussed. It was noted that John Mitchell had assessed noise levels and that ear defenders and appropriate signage were required and had been supplied. It was not known whether a risk assessment had been performed.

Action Point: Dave Brownlee to confirm with Linda Ramsay

6. The action points from the last meeting's minutes were discussed. Those outstanding were:

[2.4 b] A washing machine and refrigerator for TTH have not yet been obtained.

[2.7] Branch Heads are still required to consider risk assessments relating to the movement of records.

[2.8] It was not known whether David Renton and Linda Gordon's line managers had arranged occupational health reviews for them yet.

7. Alex Cochrane raised the issue of using long ladders in the Historical Search Room to access documents stored in the upper cupboards there. It was noted that two members of staff should be present when using long ladders (as opposed to steps).

Action Point: Bob Phillips will investigate this problem.

8. The next meeting is scheduled to take place in July 2007. Jenny Cutts will canvass for dates nearer the time.

Jenny Cutts

19/4/07