

**NAS Health and Safety Committee Meeting
10 November 2010 2.00pm, LCR**

Attendees: Dave Brownlee (Deputy Keeper); John Mitchell (Central Accommodation Services Team); Jimmy Gilmour (Reader's Services Branch); Keith Gray (Central Accommodation Services Team); Gordon Stocks (Conservation Services Branch); James McCormack (Court & Legal Services Branch); John Fraser (ICT Digital Information Systems); Catherine Dowe (Secretary)

Apologies: Tracy Richardson (Development Centre); Ales Cochrane (Central Accommodation Services Team)

1. Apologies for absence

1.1 Apologies for absence were noted.

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

2.1 John Mitchell stated that all staff have now received their DSE assessments for the current year and it will soon be time to begin the new cycle. He also mentioned that he and Tracy Richardson had been looking at the programmes on the Scottish Government website in order to see how the SG handle these tests and he felt that it had a lot to offer as a new way forward. He expressed his concern that many of the staff who have opted to reduce their working hours recently are HSLO and Fire Marshalls. This could have a detrimental effect on inspections in the future. He asked if it would be possible for the Deputy Keeper to send a notice to Branches asking them to start completing the online assessments themselves. He believes if every Branch took 2 to 3 weeks to complete them (each one should only take about 5 minutes) then the whole exercise could be done in 3 months. A HSLO would be able to answer any queries that arose. He pointed out that these are a statutory requirement and it is the Branch Heads responsibility to ensure all their staff have completed them.

<p>ACTION: Dave Brownlee and John Mitchell will discuss this further and Dave will then issue a notice to all Branch Heads.</p>
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2.2 The SG Fire Inspector completed his inspection of all 3 NAS buildings last month and John Mitchell is waiting on his report. One issue already highlighted is the amount of equipment being left under stairwells..

<p>ACTION: Dave Brownlee will issue a notice to staff in all buildings requesting that they refrain from storing items under the stairwells as this is creating a firer hazard.</p>
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3. Current H&S issues of concern

3.1 Keith Gray reiterated that the items currently stored under stairs would need to be moved.

3.2 Gordon Stocks then asked about the progress of an assessment he had completed on a colleague at TTH a few weeks ago which had resulted in a request for a Herman Miller office chair to help his back problem. John Mitchell apologised for the delay but said that there were no spare chairs

available at this time. He asked Gordon to remind the staff member that a doctor's note would be required before a chair could be purchased on his behalf.

ACTION: John Mitchell is ordering new chairs and when they arrive he let the member of staff test one. If the test is successful he will purchase one for him. This could take a couple of months so in the meantime John will explore other temporary options.

- 3.3 Jimmy Gilmour then raised the subject of foxes that have been sighted recently in the gardens of GRH. It is believed there are 4 in total. John Mitchell explained that he had acquired quotes on the cost of humane traps but these had proved prohibitive - £110 per day with no guarantee how soon the animals would be caught and removed. Another option – the use of ammonia spray was declared ineffective as it would be washed away during any periods of heavy rainfall and the smell might be offensive to staff and visitors. The pest control people had also pointed out that if the foxes have young then they are not allowed to be touched, so we are limited in what we can do at present.

ACTION: Dave Brownlee will issue a notice to all staff explaining the situation and reminding everyone not to feed the foxes. (Done 11/11/2010)

- 3.4 John Mitchell then spoke about a camera that had been covered in black polythene and left under the stairs on the ground floor of TTH for a long time. No one is taking ownership of it, but it will need to be removed.

ACTION: Dave Brownlee will speak to Grayham Mount about this and decide if it should be binned or retained.

- 3.5 [2.2] John Mitchell pointed out that the Keeper and Deputy Keeper had agreed to start looking at the 3 NAS buildings with the aim of disposing of some of the clutter and clearing space. Dave Brownlee apologised that this had not been done yet but said they would try to meet with John and begin looking at things including the paintings and old furniture stored in the basement of WRH.

ACTION: Next time the Keeper or Deputy Keeper are going to be in TTH or WRH they will try to arrange to meet a member of the accommodation team to look at things.

4. Accident reports since the last meeting

- 4.1 There have been 4 accident reports since the last meeting. In one a customer fell in the shop area and was assisted by staff. Her husband subsequently sent a letter of thanks to NAS for the care she received. In another, a customer also fell in the same area and injured his head and received assistance. The other two accidents were recorded as minor.

5. Disability/Equality Issues

5.1 Dave Brownlee said that our annual Disability Equality Scheme Report is due to be published by end-December. Tracy Richardson is asking for NAS colleagues to send her any examples of where we have helped meet the requirements of the Scheme, which can then be added to the report. John Mitchell said that all buildings had had a DDA survey completed within the last month. One area where NAS might need to make changes is in signage – we do not currently provide any signs in Braille. Tracy will use parts of these reports to help her complete the Disability Equality Scheme Annual Report. Dave Brownlee then added that the recommendations in the report needed to be considered in light of what was realistic and achievable. John Mitchell agreed, but said that NAS needs to be seen to be trying to create a balance between what might be expected and what can be achieved given budgetary limitations and building restrictions. Dave asked the group if anyone else had suggestions of where we had enhanced disabled access. John Mitchell referred to the Herman Miller chairs, the evacuation chairs and the new IT systems which have adjustable screen text sizes.

6. Minutes of the last meeting and matters arising.

6.1 [6.1] It was announced that the damaged west staircase in GRH had been repaired and was open once again.

7. Any other business

7.1 John Mitchell then discussed fire awareness and manual handling training. He has prepared power point presentations for both which he will put onto the H&S pages on theOracle. He also has a DVD which the presentations refer to which staff can have access to. The H&S pages are up to date and he is now looking at the training pages to ensure they are up to date as well.

<p>ACTION: Dave Brownlee will put out a notice to all staff drawing their attention to the H&S pages on theOracle</p>
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7.2 James McCormack said that it appeared his first aid certificate had expired and he wasn't sure what the procedure was now. John Mitchell said he would check the expiry date with the Development Centre for James and the other first aiders. He believes it is likely that James will have to do the whole course again if his certificate has expired and not just a refresher course.

7.3 Jimmy Gilmour enquired about the first aid facilities available when GRH is used for functions. John Mitchell also expressed concern about the evacuation arrangements in the event of a fire during these functions as the security guards do a lock down at night.

<p>ACTION: John or Alex Cochrane will arrange a meeting with Rachel Harrison from NMS Enterprise Ltd, to discuss health and safety issues relating to evening functions.</p>

8. Date of next meeting

8.1 The next meeting is due to be held in February 2011. Catherine Dowe will canvass for dates nearer the time.