

**PENTLAND HOUSING ASSOCIATION LTD HEALTH & SAFETY COMMITTEE
MINUTES**

Meeting Number: HS1819M4

Venue: 37-39 Traill Street, Thurso

Time: 5:25pm

Date: Thursday, 21 March 2019

Present: Colin Earnshaw
Colin Macdonald

In Attendance: Rachel Harness, H&S Administrator
George Crawford, Estates and Ancillary services Manager

Observers: None

Leave of Absence: Gavin Powell

Apologies: Ian McElroy (observer)
Fred Fecitt

1 WELCOME AND DECLARATION OF INTEREST

1.1 The Chair welcomed everyone to the meeting and advised the meeting was not quorate.

**2 MINUTES OF PREVIOUS MEETING
HS1819M4D2**

2.1 The minutes of the meeting 28 November 2018 (HS1819M3D2) were presented to the committee however were not signed due to the committee not being quorate

Action HC1819M4A1 The Corporate Officer to represent the minutes of (HS1819M3D2) at the next H&S meeting in May 2019

3 MATTERS ARISING
HS1819M4D3

3.1 See appendix HS1718M4D3.

4 SAFETY AUDIT ACTION PLAN PROGRESS
HS18198M4D4

4.1 The Health & Safety Administrator presented committee with an update on the outstanding recommendations following on from the H&S Audit in October 2018.

4.2 The EAM updated the committee regarding the Asbestos Management Plan report queries below

- The Asbestos Management Plan has been update to version 2 based on the feedback given.
- The management plan now incorporates 41 Traill Street
- Control of Asbestos Regulations is the reference to CAR within the document/
- Reference to labels on page 6, do we use labels? – The EAM advised labels are more than likely to fall off.
- "Presumed to contain asbestos, what does this mean? And how is it presumed? - The EAM advised if no access is given to the item or area then it is standard practice to assume there is asbestos present.

4.3 It was noted by the committee PHA are compliant in line with the Asbestos Management regulations as all items are presumed to contain asbestos.

4.4 The EAM advised ATec Scotland would be actioned to return to the office in order to sample the items to confirm the content in the plan.

Action HS1819M4A2

EAM to liaise with ATec Scotland to return to the office in order to sample the items in order to confirm the content in the plan.

4.4 The H&S Administrator advised the committee a Fire Drill w/c 4 February 2019 was carried out.

- 4.5 The H&S Administrator advised the committee Graham Anderson Electrical has carried out a 6 monthly inspection on the fire alarms (only replacing one) and has carried out the annual emergency lighting discharge for 2018/19.
- 4.6 The H&S Committee raised the matter of legionella testing within our PHA properties and the process for this. The Health & Safety Administrator advised this matter would be raised with the Estates and Ancillary Services Manager.

Action HS1819M4A3 The H&S Administrator to liaise with the Estates and Ancillary Services Manager with regards to legionella testing with our PHA properties.

- 4.7 The H&S committee agreed for the remaining recommendations to be ongoing in order for there to be sufficient evidence for each to be provided to the Audit in October 2020.
- 4.8 DSE refreshes training will be provided to all staff during 2019.

5 2.5 SAFETY INSPECTION'S REPORT
HS1819M4D5

- 5.1 This report is to assure the Health & Safety Committee that a formal inspection, planned in advance, and undertaken by a team consisting of staff, management and Health & Safety committee members has taken place.
- 5.2 The H&S Committee had no comment with regards to the H&S February 2019 Quarterly Inspection. The H&S Administrator advised the actions were being addressed in March 2019.
- 5.3 The H&S Administrator also advised the new walk around schedule for 2019/20 is available and board members will shortly receive a calendar invite.

6 HEALTH & SAFETY ADMINISTRATOR'S REPORT
HS1819M4D6

- 6.1 The purpose of this report is to reassure the H&S Committee that a full appraisal in the implication and responsibilities relating to H&S matters are being addressed.
- 6.2 The H&S Committee noted the information within the report.

6.3 There were no other comments from the committee on this paper.

7 ANY OTHER BUSINESS

HS1819M4D7

7.1 There was no other business under this agenda item.

9 FUTURE MEETING DATES

9.1 Future meeting dates – approved by the PHA Board at their meeting on 20 March 2019

- Wednesday, 16 October 2019
- Wednesday, 4 December 2019
- Wednesday, 4 March 2020

10 TIME THE MEETING CLOSED

10.1 There being no further business the meeting ended at 5.45 pm.