



Forestry Commission  
Trade Unions

**SILVAN HOUSE NOC  
24 NOVEMBER 2004**

<b>Present:</b>	Mary Irvine	Chair/PCS
	John Gibson	Prospect
	Bill Ballantyne	PCS
	Joanne McAuley	PCS
<b>Minute Secretary:</b>	Linda McGinley	Secretary/PCS
<b>Apologies:</b>	Susan Clough	PCS

## 1. Minutes of Last Meeting

No minutes had been produced from the last meeting.

## 2. Matters Arising From Last Meeting

### □ Health and Safety

A recent reorganisation of accommodation on 4<sup>th</sup> floor east had resulted in desks and other furniture being placed along the wall on the inside curve of the building. An access 'corridor' had been created through the centre of the floor effectively changing the designated fire escape route. Group members expressed concern that this now deviated from what they understood was the current policy with regard to fire escape routes. During post refurbishment negotiations Chris Smith, BSD, had previously informed the old Staff Council this wall should be left free on all floors so that staff would always know what the escape route was in the event of a fire. The importance of a consistent approach throughout the building was emphasised. It was agreed that Linda would write to Chris Smith to seek clarification on this.

---

*Action - Linda*

At the previous NOC meeting, it was agreed that a number of issues should be raised at the next H&S meeting. These were:

- Checking of Portable Electrical equipment – when was this last carried out?

- Maintenance and checking of fire extinguishers, what arrangements are in place?
- Fire Safety in Staff Restaurant - will this be included in our inspection of the building?
- Sykes : Health & Safety monitoring and representation / liaison
- Fire drill – evacuation of building by FC & Sykes

As a result of the H&S meeting that was held on 27 October, a number of action points were agreed by Chris Smith. The Group were unsure whether or not any of these had been progressed, and Linda agreed to raise this in the same letter.

---

*Action - Linda*

- Staffing

The Group members expressed concern regarding a recent staff issue which they considered had been handled very badly by the managers concerned. Mary agreed that as a first step, she would write to the relevant head of department to ascertain the facts, and clarify what procedures had been followed.

---

*Action - Mary*

### **3. Date of Next Meeting**

The Group agreed that quarterly meetings were appropriate, and Mary agreed to write out with suggested dates.