

Change management sub group

December meeting - 3 dec 2018
written by Les

Present Larry (LP), Saeed (SG), Steve (SJ), Paul (PB), Rob (RT), Dave (DN), Les (LS)

A lively meeting where everyone engaged with the issues in a very positive way. Both immediate and longer term issues were discussed and a few gripes were aired as well. A number of issues need to be discussed with the Trustees (principally H+S) and funding approved where needed.

Next meeting to be first Monday after new year (7 Jan) at 10.30 and there after first Monday of every month. I propose to invite all trustees and supervisors in the future as the format worked well.

Thanks from the Trustees for all the effort people have put in since the move from rangers - in particular Paul and Larry.

H+S issues

1 Clamps on the centre partition above the benches are unsafe. Agreed to move the shelving with glass trays (adjacent to the fire door) to the left and put up a board on the end of this to house the clamps. Leave clear access to the fire door.

2 Hot water - The ascot heater needs to be purchased and installed. There might be a problem with using a non-council plumber. Heater Unlikely to be resolved before Xmas. Need to ask council about putting sink in the toilet.

3 Make a rule that table saw may be used in the garage but only if two people there all the time.

4 need to tighten up signing in and always unlocking the fire door when 2 or more people are in. There is an issue with wheel chair exit from the fire door. The plant section of the gardeners have left a pallet and wheel barrow across the exit path. Need some more signage. RT to approach the plant section about this. (RT discuss with plant section about the rat poison box that prevents the Shed from keeping the rear drain clear).

5 leave the ceiling air cleaner units on a timer (2 hours) after every session to clear air. (all supervisors)

5a The acid store (for metalwork) is unsafe - acid needs to be in a bottle with appropriate signage - kept in the garage (Angela/ RT).

Office/ Lathe room

6 Need better lighting. Spots/ angle poise etc. powered from sockets. PB

7 The ventilation for lathe- ducting needs to be a bit more permanent. LS to bring in 100mm ducting - PB to fix.

8 Detachable plastic sheet to protect the mobile glass tower from lathe dust. (LP/LS)

Rest Room

9 the table got moved again because there was danger of photo blocks falling onto the computer. The computer and the biscuits get very hot next to the radiator.

Agreed to have just one jointly owned safe box in the mobile cupboard - shared with T4A (**needs trustee approval**). computer HD to be placed in the mobile cupboard with cable access to screen

etc. Agreed to use the existing power ring main as a comms highway around the shed (PB). RT will try to get some free laptops. (RT and PB to arrange). The mobile cupboard is to be locked away in the office every night for a bit of extra security.

10 in longer term finish the boarding in the rest room and install a shelf at high level (for display only not storage). SG has access to a scaffold tower.

11 RT to bring in a spare loft ladder to see if it fits for access to the high storage area

Main room

12 Plea from several people that members tidy up at the end of sessions - dirty cups, sandpaper, tools not returned to appropriate locations. Supervisors need a blitz on this in the lead up to christmas. A bit of nagging required. The benches should not be used as storage.

13 Agreed High level shelving installed above windows (opposite main door) LP. Enamelling oven to be stored under the benches. SJ to have under bench storage for mosaics. More small storage boxes to be installed to the right of the fire door at a lower level (LP).

14 Ladder storage is causing an issue. Agreed to install ladder hooks on the ceiling.

15 Hedgehog boxes are causing storage problem. Agreed to have a push to get these finished and off the premises.

16 The mobile glass storage needs to be kept in the garage but a ramp is required from the archway. LP to discuss with Dave (from parks) about making a concrete ramp in safe way.

17 we have problem with broom storage - they fall down too often — too many brooms ?

18 Spot lighting needed in several areas - powered from the sockets (PB/ LP)

I hope I have covered all the areas. Shout up if I have forgotten something or got ownership wrong.

There were some discussions about what we want from the senior management at Parks - to be fed back to the Trustees.