

ANGUS COUNCIL

CONTRACT SERVICES COMMITTEE - 20 AUGUST 2002

ANNUAL HEALTH AND SAFETY REPORT – APRIL 2001–MARCH 2002

REPORT BY CONTRACT SERVICES MANAGER

**ABSTRACT**

This report advises Members of significant health and safety issues relating to the Contract Services Department that occurred during the year 2001/2002 and sets out a Health And Safety Action Plan for the coming year.

**1. RECOMMENDATION**

It is recommended that the Committee note the terms of this report.

**2. HEALTH AND SAFETY 2001/2002**

**Significant Events**

Safe Working Practices have greatly improved throughout the year through consultation with staff.

**Implications of New Work/Initiatives**

Angus Contract Services is one of the few authorities in Scotland who have embarked upon a programme of training and health surveillance in connection with Hand and Arm Vibration Syndrome. Risk assessments have been carried out, equipment reviewed and replacement programme implemented. Employees have been trained on the effects of noise and vibration and issued with improved Personal Protective Equipment as well as undertaking health screening by a specialist contractor. Further health checks will be carried out in the coming year.

The Department has carried out risk assessments in connection with display screen equipment and training has been given where required. A programme for replacement equipment and improvement of workstations has been put in place.

**Audits/Inspections**

Management and employees' safety representatives, as well as an employee from the Safety Team, carried out several safety inspections. The findings of these inspections were actioned as appropriate, with any major shortcomings reported to the departmental Safety Committee.

**Training**

The Department is heavily involved in training as can be seen from the Training Plan but over the year training has consisted of risk assessments, COSHH, safe working practices, driver assessments and retraining, manual handling, electrical safety and inspection, safe use of chemicals, arboricultural competence certificate, lifeguard and first-aid. These are indicative of the range of areas where training has been carried out. The training for employees is ongoing, with the current year's training programme already underway.

**Accident Statistics**

From April 2001 to March 2002 there were 110 accidents involving employees, of which 30 required to be reported to the Health & Safety Executive. In the same period there were 437 involving non-employees, none required to be reported to the Health & Safety Executive. There was one incident of violence or aggression towards employees reported.

**3. ACTION PLAN**

The following targets had been set for the departmental health and safety activities in the year. Responsibility for achievement of the targets was allocated within the department management structure.

<b>Issue</b>	<b>Target Date</b>	<b>Outcome</b>
Review of the department's health and safety policy	March 2001	Achieved
Completion of training in Display Screen Equipment safety for all relevant managers and operators	October 2000	Achieved
Completion of Display Screen Equipment risk assessments for all departmental workstations and implementation of any necessary remedial action	October 2000	Achieved
Identification of employees' health and safety training requirements in line with revised health and safety policy	July 2001	Ongoing
Delivery of training to meet identified needs and in accordance with 2002/2003 training plans	Ongoing	Ongoing
Delivery of training to meet requirement of new work practices and/or legislation	Ongoing	Ongoing
Review risk assessments, COSHH and safe working practices	Ongoing	Ongoing

#### 4. **FINANCIAL IMPLICATIONS**

No financial implications arise directly from the terms of this report.

#### 5. **HUMAN RIGHTS IMPLICATIONS**

There are no Human Rights implications arising from this report.

#### 6. **CONSULTATION**

The Chief Executive, Director of Finance, Director of Law & Administration and the Personnel Services Manager have been consulted on the terms of this report.

**M P Graham**  
**Contract Services Manager**  
**5 July 2002**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.