

## ANGUS COUNCIL

## PERSONNEL &amp; PROPERTY SERVICES COMMITTEE

18 JUNE 2002

## PERSONNEL SERVICES: ANNUAL HEALTH &amp; SAFETY REPORT

## REPORT BY CHIEF EXECUTIVE

**ABSTRACT**

This report advises of health and safety events and issues within Personnel Services during 2001/02 and sets out the planned health and safety actions for 2002/03. It does not address the corporate support activities of the Services' Health and Safety Team.

**1. RECOMMENDATION**

The Committee note the terms of this report.

**2. HEALTH & SAFETY 2001/02*****Significant Events***

No significant health or safety problems occurred during the year, nor was any identified through risk assessment, auditing or inspection of activities.

Personnel Services retained its Scotland's Health at Work Scheme Gold Award following reassessment in October 2001.

***Accidents***

Accident statistics for the year are shown in the table below. The accident reported to the Health & Safety Executive involved an employee falling from a ladder. He sustained heavy bruising and was absent for 35 working days. Measures have been taken to avoid a recurrence of such an accident.

All non-employee accidents involved trainees participating in Training Services' employment programmes. While the number is very small when compared with the Council total - 1357 non employee accidents, the increasing trend is unwelcome. However, the rise largely reflects a greater number of participants on programmes and the relatively more dangerous projects eg construction work which were undertaken last year. In any event, every effort will be made to reduce accidents during the current year.

	<b>2001/02</b>	<b>2000/01</b>	<b>1999/2000</b>
Employees	3 (1)*	2 (1)	2
Non-employees	8	6	4

\* Figures in brackets indicate number reportable to Health & Safety Executive.

For the third successive year no incidents of violence or aggression were reported.

### **2001/02 Action Plan**

There were three elements in the action plan for 2001/02.

**Continuously review and meet staff health and safety training needs** – training needs were identified through the appraisal process and met as required, including three individuals obtaining full first aid qualifications.

**Review fire safety and emergency procedures** – this review was undertaken and additionally one member of staff undertook fire safety risk assessment training.

**Retain Scotland's Health at Work Gold Award Status** – as reported above this target was achieved.

### **3. HEALTH & SAFETY 2002/03**

Personnel Services will seek to maintain its relatively good safety record and to reduce the incidence of accidents and lost working days which result. This will be achieved by appropriate training and the continuous review of operations to ensure safe systems of work and good safety practice.

Our key health and safety activities will be:

- Continuously review staff health and safety training needs and address these as required
- Deliver refresher risk assessment training to all managers and supervisors
- Ensure that the department meets the criteria for retention of Scotland's Health at Work Gold Award status

### **4. FINANCIAL IMPLICATIONS**

There are no financial implications associated with the terms of this report. The cost of any health and safety training required will be met from Personnel Services' training budget.

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

There are no human rights implications associated with this report.

### **6. CONSULTATION**

The Director of Finance and Director of Law & Administration have been consulted on the terms of this report.

**A B Watson**  
**Chief Executive**

HR/PersMan

**NOTE** 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 the above Report.