

ANGUS COUNCIL

PERSONNEL AND PROPERTY SERVICES COMMITTEE

18th June 2002

PROPERTY SERVICES HEALTH & SAFETY ANNUAL REPORT 2001/2002

REPORT BY THE DIRECTOR OF PROPERTY SERVICES

ABSTRACT

This report submits the Property Services Department annual Health & Safety report for 2001/2002

1 RECOMMENDATION

The Committee is recommended to

1. note the contents of this report.

2 BACKGROUND

This report presents the Property Services Department's annual health and safety report in accordance with the Health & Safety policy adopted by Angus Council in 1996.

3 2001/2002 Property Services Department Annual Report

The annual report is attached as appendix 1 to this report.

The report details the following issues covered during the course of 2001/2002:

- 1 Progress on significant Health & Safety Events/Incidents raised during the previous year.
- 2 Other issues arising during the year
- 3 Audits/Inspections
- 4 Staff Training
- 5 Accident Statistics
- 6 Construction site incidents
- 7 Other Matters
- 8 Action Plan

4 FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

5. HUMAN RIGHTS ACT IMPLICATIONS

There are no Human Rights Act implications specific to this report.

Any implications, as a consequence of discharging recommendations detailed in this report, will be managed in accordance with the standing procedures and processes established by the Property Services department.

6 CONSULTATION

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

7 CONCLUSION

The report covers a wide range of health & safety issues raised during the course of the year within the Property Services remit together with action taken to reduce risk through planned improvements.

8 REFERENCES

<u>Committee</u>	<u>Date</u>	<u>Article</u>	<u>Subject</u>
Personnel and Property Services Committee	2 nd September 1997	919/97	Property Services Departmental Health & Safety Policy

M G Lunny
Director of Property Services

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 a material extent in preparing the above report.

**Property Services Department
Annual Health & Safety Report 2001/2002**

Progress on significant Health & Safety Events/Incidents raised during the previous year

Area of Concern	Specific issues	HSE Involvement	Action Taken	Comment
Fire compartmentalisation of roof voids following recent Local Authority fires.	Review of relevant standards and practices. Detailed survey of the Council's non-housing properties.	None	Review of standards and practices completed. Prioritised and phased programme of remedial works initiated.	3 Phase Programme, estimated at £95,700, of minor scale remedial works costing
Working at Height following issue of the Health & Safety Executive book "Roof Work"	Review of working practices and procedures for employees and contractors visiting Council's non-housing properties.	None	Scope of possible remedial measures identified and estimated at £900,000. Short programme of remedial works for access to flagpoles initiated.	Programme estimated at £24,000. Working practices and procedures to be reviewed.
Management of Legionella	Review and implementation of new management arrangements following publication of revised ACOP.	None.	Updated procedures developed and published. Maintenance regime altered and monitored during 2001/02.	Additional monies provided to enable both water sampling and the new temperature monitoring regime to operate in parallel and develop confidence of application
Management of Legionella	Prioritised and phased 4 year £164,000 programme of thermostatic mixing valves replacements and other remedial measures.	None	Phase 2 completed in 2001/02. Phase 3A initiated for 2002/03.	Programme of £55,000 in 2001/02 and £27,500 in 2002/03. Final Phase 3B planned for 2003/04 at an estimated cost of £27,500.
Prevention of trapping and damage to fingers in doors.	Prioritised and phased 3 year £122,000 programme of protective measures	None.	Phase 2 completed in 2001/02. Phase 3 initiated for 2002/03.	Programme of £53,000 in 2001/02 and £15,500 in 2002/03.
Dangerous Headstones.	Prioritised and phased 3 year programme, estimated at £40,000, of protective measures as well as a single project of remedial measures following gale damage.	None.	Phase 2 and gale repairs completed in 2001/02. Phase 3 initiated for 2002/03. Progressed by Leisure Services.	Programme of £11,000 in 2001/02 and £15,000 in 2002/03.
Refurbishment of playground equipment and safety surfacing.	Prioritised and phased programme of remedial measures.	None.	2001/02 programme progressed. 2002/03 programme initiated. Progressed by Leisure Services.	Programme of £67,000 in 2001/02 and £33,000 in 2002/03.
Safety of reservoirs	Detailed survey and scoping of remedial measures for two reservoirs.	None.	Detailed survey undertaken. 2 Phase programme of remedial measures being undertaken. Progressed by Leisure Services.	Programme of £31,000 in 2001/02 and £180,000 in 2002/03.
Gas Safety (Installation & Use) Regulations – Inspections of gas installations and appliances in Council Housing stock	New three year contracts established.	HSE identified certain sub-standard installations as "at risk"	Specific sub-standard cases identified and improved or programmed for repair or replacement	Additional contract work programmed for 2002/03
Gas safety	Short programme of gas installation (Non Housing) safety measures to achieve conformance with latest standards.	None.	Programme completed.	Programme of £19,000 in 2001/02.
Managing Contractors Safety	General management of Contractors' Health & Safety operations on site	HSE noted this initiative with interest	Reviewed Health & Safety Performance Standards in March 2002.	Procedures to be reviewed in 2002/03. Procedures well received by contractors and staff.

Area of Concern	Specific issues	HSE Involvement	Action Taken	Comment
Asbestos in Non Housing Properties	Management of asbestos in non housing properties		Asbestos Register reviewed and made available via the departmental Website. Asbestos Procedures drafted.	Asbestos Procedures to be published in 2002/03.

2. *Other issues arising during the year included:*

extensive programme of inspection and testing of portable electrical appliances undertaken
a major programme of safety improvements at Crombie and Monikie Country Parks
comprising safety fencing and repairs to walkways and bridges undertaken

3. *Audits/Inspections*

Work Place Regulations

Inspections were carried out at Ravenswood and Bruce House offices. A programme of remedial works and updating of management procedures has been completed.

4. *Training*

The following training courses were undertaken during the year:

Course	Nos of Staff
Scaffolding	1
CDM Regulations - a clear and concise explanation	27
Demolition	2
Display Screen Equipment (Operators)	10
Managing Potentially Violent and Aggressive Situations	13
Manual Handling	2
Display Screen Equipment (Managers)	4
Risk Assessment	1
Personal Stress Awareness	4
Stress Management and the Risk Assessment Process	6

2. *Accident Statistics:*

Nos employees and non employees	Reportable or Non Reportable	Causes and Consequences	Trends and Comparisons	Significant Findings and Investigations	Actions to prevent recurrences
1	Non Reportable	Tripping	4 reports last year	None	Need to keep circulation areas clear of obstructions.

2. **Construction site incidents:**

Contracts	Reportable or Non Reportable	Causes and Consequences	Trends and Comparisons	Significant Findings and Investigations	Actions to prevent recurrences
8	Non Reportable	Minor incidents - site protection, working at height, electrical safety issues	4 reports last year	None	7 Advisory notices issued to contractor by supervising officers.

2. *Other Matters*

- A review of the department's Health & Safety policy was completed.
- A review of the department's Health & Safety policy procedures document was undertaken. This document will complement the departmental Health & Safety policy and provide additional information and guidance to all staff in the department on specific health & safety matters.
- Two meetings of the Departmental Health & Safety Liaison group comprising management and staff representatives were held during the year.

2. *Action Plan*

Issues to be addressed in the preparation of the Departmental Action Plan will include

- training programmes prepared to address needs identified following staff performance appraisals
- procedures to raise awareness of new legislation and revisions to existing legislation as it affects health & safety
- staff meetings to promote health & safety awareness
- review safety in the workplace including site safety
- respond to and learn from health & safety incidents and near misses.