

ANGUS COUNCIL

PLANNING AND TRANSPORT POLICY COMMITTEE

29 AUGUST 2002

SUBJECT: ANNUAL HEALTH AND SAFETY REPORT
PLANNING AND TRANSPORT

REPORT BY DIRECTOR OF PLANNING AND TRANSPORT

Abstract: This is the annual Health and Safety Report for the Department highlighting the progress made and actions taken or planned.

1 RECOMMENDATION

It is recommended that the Committee note and approve the contents of this report.

2 PROGRESS IN YEAR

2.1 The Departmental Health and Safety at Work loose-leaf file was completed with the addition of sections on:-

- Out of Office Meetings/site Visits;
- Planning enforcement Activities;
- Personal Protective Equipment;
- Training;
- Monitoring.

The completed file contains 23 sections.

2.2 Every member of staff has a copy of the file and have certified that they have read and are aware of the contents.

2.3 The Out of Office Meetings/site Visits section is regarded as particularly important and was only issued after extensive consultation with staff and Personnel officials. The recommendations resulting from that section have subsequently been implemented and involves revised booking out/in procedures, monitoring arrangements, wider provision and use of mobile telephones, etc.

2.4 All outstanding matters from the Workplace Risk Assessments were implemented during the year.

2.5 During the year two accidents were recorded involving staff, both were of a minor nature involving no loss of work time nor necessitating major actions.

2.6 Electrical equipment within the Department was checked during the year for safety compliance.

3 PROGRAMME

- 3.1 With the completion of the Health and Safety at Work manual it is intended to review sections on an ongoing basis as appropriate. In the year 2002/03 it is intended to undertake again a risk assessment of the work place to pick up on any changes or omissions from the previous assessment.
- 3.2 During the year it is intended to communicate with all members of staff reminding them of their Health and Safety responsibilities and inviting them to intimate any Health and Safety concerns/issues they may have.
- 3.3 A Corporate Working Group is considering the safety of officers engaged in work out of the office and should the findings of the group emerge during the year, they will be considered for action and inclusion with the Departmental file.

4 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from this report.

5 HUMAN RIGHTS IMPLICATIONS

- 5.1 There are no human rights implications arising from the recommendations of this report.

6 CONSULTATION

- 6.1 The Chief Executive and Directors of Finance and Law & Administration have been consulted in the preparation of this report.

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.

AA/JJ/KW
20 August 2002

Alex Anderson
Director of Planning and Transport