

ANGUS COUNCIL

POLICY AND RESOURCES COMMITTEE – 19 JUNE 2002

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This is the Annual Health and Safety Report for the Department highlighting issues and setting out the actions taken or planned.

ANNUAL HEALTH AND SAFETY REPORT – CHIEF EXECUTIVE'S DEPARTMENT (Excluding Personnel Services)

1. RECOMMENDATION

The Committee is asked to note and approve the contents of this Report.

2. SUMMARY OF SIGNIFICANT EVENTS/ACTION 2001/2002.

General Overview

- During 2001/02, there were no accidents involving members of staff or members of the public. Through the Departmental Health and Safety policy document, staff and management are aware of their responsibilities for Health and Safety and this has been highlighted from time to time at full staff meetings.
- The Departmental Health and Safety Policy document was fully revised and updated during the year and re-issued to all members of staff.
- A Fire Drill was held on 27 November 2001 and another is scheduled to take place shortly involving 5 and 7 The Cross and Fire Drills were held at 9 Castle Street on 19 April 2001 and 21 November 2001. No difficulties were identified in either case. Monthly testing of the Fire Alarm at The Cross also takes place.
- A number of staff have exercised their rights under the Display Screen Equipment Regulations to have eye and eyesight tests carried out.
- Health and Safety issues continue to be regular items on the agendas for meetings of the Senior Staff and also Full Departmental staff meetings. The opportunity has been taken at these meetings to raise awareness and remind all staff of their personal responsibilities.
- A Joint Workplace inspection was carried out involving Management of the Department and the Departmental Health and safety representatives of UNISON. A number of minor issues were identified and an Action Plan agreed for resolving these. The first meeting of the Departmental Health and Safety Team has been held.
- All staff have access to the Council's intranet where relevant Health and Safety information is now readily available and staff have been made aware of the existence of this and will be encouraged to use it.

- Risk Assessments for Display Screen Equipment Regulations to ensure workstations comply have been completed for all members of staff.
- The Department has gained the Silver Award under Scotland's Health at Work Scheme demonstrating its commitment to taking action to ensure a healthy and safe workforce.

Training

Relevant members of staff have attended Health and Safety related training courses covering topics such as how to carry out Risk Assessments in the workplace, stress management and disability awareness.

Departmental Safety Representatives

One member of staff, Michelle Robertson, has been appointed departmental Safety Representatives by her trade union, UNISON.

The Department fully recognises the UNISON representative and welcomes the appointment. This representative serves on the departmental health and safety group.

3. ACTION PLAN FOR 2002/03

The following action to be taken during they forthcoming year has been identified:-

- Continue with a regular programme of Fire Drills and Fire Alarm testing for both The Cross and 9 Castle Street.
- Carry out annual joint inspection of premises and agree action plan, where necessary.
- Work towards achieving the Gold Award under Scotland's Health at Work Scheme.

4. HUMAN RIGHTS IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

6. CONSULTATIONS

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

A B Watson
Chief Executive
7 June 2002