

ANGUS COUNCIL
POLICY AND RESOURCES COMMITTEE - 25 JUNE 2002
ANNUAL REPORT ON HEALTH AND SAFETY 2001/2002
REPORT BY THE DIRECTOR OF LAW AND ADMINISTRATION

ABSTRACT

This Report advises members of the Health and Safety related activity carried out within the Department of Law and Administration during 2001/2002 and outlines further action planned for 2002/2003.

1. RECOMMENDATION

It is recommended that the Policy and Resources Committee notes and approves the contents of this Report.

2. INTRODUCTION

The Law and Administration Department's Health and Safety Policy statement was updated and re-issued to all members of staff in November 2001. The policy comprises of three constituent parts.

- Statement by Director of Law and Administration
- Departmental organisation to ensure individual responsibility for health and safety is clearly defined and accounted for
- Arrangements allowing the department to adequately discharge its health and safety obligations.

3. REVIEW OF ACTIVITY DURING 2001/2002**Training**

The major emphasis has been placed on the development of risk assessment techniques in all sections of the department and further training has been undertaken including a half day seminar for all line managers organised by the Council's Health and Safety Manager. All line managers are required to attend stress management training being organised on an ongoing basis.

Office Accommodation

Refurnishing has been carried out in Committee Services and WP area of Administrative Services. The area occupied by the Council House Sales Team has been refurnished also, both to improve working environment of staff and to ensure that display screen equipment regulations are rigidly met.

Accidents

There were three reported accidents involving staff in the period under review, two of which were classified as minor. The other resulted in the member of staff being absent from work for a period of four days necessitating a report to the Health and Safety Executive. The result of their investigation led to no recommendation being made.

No accidents involving visitors were reported.

4. PLANNED ACTIVITY 2002/2003

All line managers have been asked to prepare detailed risk assessments for their areas of responsibility which will be incorporated into a departmental risk assessment dossier to be updated on a regular basis.

Particular emphasis will be placed upon ensuring adequate arrangements are made for members of staff who are required to undertake duties outwith the office, particularly in ensuring that reporting arrangements are in place to ensure their safety. Similar arrangements will require to be made for staff working late.

The Director of Property Services has an outstanding commitment to improve working conditions within the Design Unit and is working to resolve the problems of excess heat and related working conditions.

Replacement volume copying equipment will be installed in June/July 2002 and the opportunity will be taken to carry out a risk assessment prior to installation to ensure safe working conditions.

Ongoing assessment of office accommodation and furnishings will continue with the aim of improving working conditions as appropriate.

New office accommodation to house the integrated ACCESS Line and telephone and switchboard is awaited and all necessary risk assessments will be carried out as part of the planning of such accommodation.

5. FINANCIAL IMPLICATIONS

It is anticipated that any future action required can be met from normal budgetary resources.

6. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications arising from this Report.

7. CONSULTATION

The Chief Executive, the Director of Finance and the Director of Property Services have been consulted on the contents of this Report.

CATHERINE A COULL
Director of Law and Administration

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 preparation of this report.