

ANGUS COUNCIL

PERSONNEL AND PROPERTY SERVICES COMMITTEE

13th June 2000

REPORT BY THE DIRECTOR OF PROPERTY SERVICES

No 665/00

PROPERTY SERVICES HEALTH & SAFETY ANNUAL REPORT 1999/2000

Abstract

This report submits the Property Services Department annual Health & Safety report for 1999/2000

1 RECOMMENDATION

The Committee is recommended to:

1. note the contents of this report.

2 BACKGROUND

In accordance with the Health & Safety policy adopted by Angus Council in 1996, Chief Officers are charged with the responsibility to monitor and evaluate the health & safety performance of their department and prepare an annual report to committee. The purpose of this report is to fulfil that requirement.

3 1999/2000 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 1999/2000:

- 1 Significant Health & Safety Events/Incidents during the year.
- 2 Other issues arising during the year
- 3 Health & Safety Implications of New Work/Initiatives
- 4 Audits/Inspections
- 5 Staff Training
- 6 Accident Statistics
- 7 Other Matters
- 8 Action Plan

4 FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

5 CONSULTATION

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

6 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.

7 REFERENCES

<u>Committee</u>	<u>Date</u>	<u>Report No</u>	<u>Subject</u>
Personnel and Property Services Committee	02/09/97	919/97	Property Services Departmental Health & Safety Policy

BACKGROUND PAPERS

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.

M G Lunny
Director of Property Services

Health & Safety Annual Report1999.2000/MGL/25.5.00

Property Services Department Annual Health & Safety Report 1999/2000

1 Significant Health & Safety Events/Incidents during the year.

Area of Concern	Specific issues	HSE Involvement	Action Taken	Comment
Glass and safety risks in schools.	Review of policies and procedures.	HSE sought information on our procedures.	Procedures and priorities reviewed.	Included in the planned maintenance programme.
Safe access to attics in non housing properties	Programme of improvements approved following injury to workman.	HSE noted and approved proposed improvements	2 nd phase of works programme approved and implemented	3 rd phase programmed for 2000/01
Managing Contractors Safely	General management of Contactors' Health & Safety operations on site	HSE noted this initiative with interest	Published Health & Safety Performance Standards and issued to contractors	Effective as of 1.4.00
Asbestos in Non Housing Properties	Management of asbestos in non housing properties	As part of a national review. the current register was discussed with the HSE	Asbestos register reviewed and updated.	Work continuing to link register with electronic works ordering system
Gas Safety (Installation & Use) Regulations – Inspections of gas installations and appliances in Council Housing stock	Scheduled inspections delayed due to contractor going into receivership.	Revised programme agreed with HSE.	Additional contracting resources secured to accelerate programme of inspections.	Revised programme completed by 24.2.00
Water temperatures in nursery toilets.	Notification of faulty thermostat on water heater and no mixer tap.	HSE advised and the measures taken to rectify the problem.	A programme of inspection of properties was undertaken to ensure the provision of anti scald mixer taps in properties where young and old people may be at risk	Inspections and required provisions completed.

2 Other issues arising during the year included:

- commencing the upgrading of electrical installations at Invertay House
- phased programme of lift improvements started
- programme for the provision of RCDs in school labs implemented (*Residual Current Devices give a degree of protection against electrocution*)
- issue of guidance on the installation and use of display screen equipment

3 Health & Safety Implications of New Work/Initiatives

The provision of finger guards on pass doors in primary schools.

This is an initiative promoted by the HSE to reduce the number of accidents nationally where children can sustain crushed fingers should they put their fingers into a closing door at the hinge side. Pilot projects for the provision of finger guards were undertaken at Andover and Letham Primary Schools. All new schools will have finger guards fitted and programmes for existing schools are being implemented.

4 Audits/Inspections

Work Place Regulations

Inspections were carried out at Ravenswood, 9 West High Street and Bruce House offices. A programme of proposed works has been prepared for action.

5 Training

The following training courses were undertaken during the year:

Course	Nos of Staff
Risk Assessment	14
Asbestos Awareness	36
Asbestos Sampling	3
Gas Regulations Seminar	8
Display Screen Equipment	3
Legionella Risk Assessment and Management Responsibility	4
Managing Contractors Safely	21

6 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
3	Non Reportable	Minor incidents	None	None	Not applicable

In addition there was one incident of aggression by council house tenants towards staff who were managing a housing modernisation contract. The Housing Department was asked to forewarn Property Services staff of situations where the tenant may be known to be aggressive.

7 Other Matters

1. A review of the department's Health & Safety policy procedures document was started. 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.
2. Work continued on the preparation of a contractors' Health & Safety Performance Standards. This document elaborates on the contractual health & safety requirements of contractors working for the Council and sets out a clear contractual responsibility on the contractor to take cognisance of the requirements of the Health & Safety at Work Act in relation to building contracts including service contracts. The document was completed and issued to contractors by the start of the new financial year. The assistance of the Personnel Safety Officer and the senior Legal Adviser of the Law & Administration department is greatly acknowledged in this. Contractors' performance on health & safety matters on site is now being recorded and will help inform the contractor selection process for new contract work.
3. Briefing sessions were held during the year for all staff covering the implementation of the corporate and departmental Health & Safety Policies and, for technical staff, the introduction of the Contractors Health & Safety Standards.
4. Two meetings of the Departmental Health & Safety Liaison group comprising management and staff representatives were held to discuss various issues. The remit of the group is to:
 - Review all the circumstances affecting safety
 - Promote co-operation by all in achieving safety through good communications with staff
 - Inspect at intervals, work places and methods
 - Inspect after accidents, where necessary, the scene and identify the cause and eliminate it where practicable.
 - Report on findings and encourage improvements
 - Review existing and new legislation which impacts on safety issues

The department also has a representative on the Composite Safety Committee. This committee consists of management, and union representatives and deals with health & safety issues within the smaller departments which do not have a bespoke health & safety committee. The Property Services representative particularly deals with property related health & safety, mainly in relation to headquarters and local offices properties.

8 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.

