

POLICY AND RESOURCES COMMITTEE – 19 JUNE 2001

ITEM No 14

ANNUAL HEALTH AND SAFETY REPORT – CHIEF EXECUTIVE'S DEPARTMENT

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.

1. RECOMMENDATION

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

2. SUMMARY OF SIGNIFICANT EVENTS/ACTION 2000/2001.**General Overview**

During 2001/02, there were two minor accidents involving members of staff as a result of which no corrective action was required. There were no accidents involving 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.

A Fire Drill was held on 4 April 2000 and another is scheduled to take place shortly involving 5 and 7 The Cross and a Fire Drill was held at 9 Castle Street on 19 April 2000. No difficulties were identified in either case.

The Council's Safety Section were invited to attend a full staff meeting and give an awareness-raising talk on manual handling for office-based staff and the avoidance of back pain. This was backed up with a poster campaign under Scotland's Health at Work Scheme. A number of staff have exercised their rights under the Display Screen Equipment Regulations to have eye and eyesight tests carried out also.

An additional qualified member of staff has volunteered to be a designated First Aider for the accommodation at 9 Castle Street and to provide cover for The Cross and Municipal Buildings.

Health and Safety issues continue to be regular items on the agendas for Team and Full Departmental staff briefing meetings. The opportunity has been taken at these meetings to raise awareness and remind all staff of their personal responsibilities.

All locations were checked for inappropriate cabling and power supplies and these were replaced where necessary. 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.

Review of Departmental Health and Safety policy

The Departmental Health and Safety Policy was reviewed by the Council's Safety Manager during the year and a number of minor omissions were identified. The Policy has now been redrafted and is currently the subject of consultation with staff before being finalised and issued.

Training

Training of managers and staff was undertaken throughout the year to ensure full compliance with the Display Screen Equipment Regulations and Risk Assessments for all work stations have now been carried out.

Departmental Safety Representatives

Two members of staff, Michelle Robertson and John Davie, have been appointed departmental Safety Representatives by their trade union, UNISON.

The Department fully recognises these representatives and welcomes their appointment. These representatives will be invited to serve on the departmental health and safety committee which is presently being set up.

3. ACTION PLAN FOR 2000/01

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

- Establish the Departmental Health and Safety Group
- Continue with a regular programme of Fire Drills and Fire Alarm testing for both The Cross and 9 Castle Street.
- Finalise and re-issue to all members of staff, the Departmental Health and Safety Policy
- The availability of Health and Safety information on the Council's Intranet will be highlighted and staff encouraged to make reference to it.

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, Director of Law and Administration and Acting Director of Personnel have been consulted on the terms of this report.

A B Watson
Chief Executive
5 June 2001

GM/Reports/June 2001

Note: No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, were relied on to any extent in the preparation of this report.