

ANGUS COUNCIL

ENVIRONMENTAL & LEISURE SERVICES COMMITTEE – 28 AUGUST 2003

HEALTH AND SAFETY ANNUAL REPORT

REPORT BY DIRECTOR OF ENVIRONMENTAL & CONSUMER PROTECTION

**ABSTRACT**

This report highlights for the Committee, the work done during 2002/03 on health, safety and welfare issues within the Department.

**1. RECOMMENDATION**

It is recommended the Committee note the contents of this report for its interest.

**2. INTRODUCTION**

Our Departmental Core Safety Group has been in existence for 6 years and is used as a means of keeping all Health, Safety and Welfare issues under review.

The Group consists of eight members of staff drawn from a cross-section of activities and is led by the Head of Consumer Protection. The Group meet regularly to take forward relevant issues.

**3. PROGRESS DURING 2002/03**

- A van has now been adapted for use in carrying petrol measures to prevent petrol vapour ingress into the driver's cab.
- New corporate risk assessment guidance has been issued to relevant staff.
- The interview room at Dewar House (1<sup>st</sup> Floor) has been adapted to meet staff security concerns.
- Guidance on safe use of laptops in cars, and out in the field, has been issued to staff.
- Guidance on cash handling and carrying same to the bank, was issued to relevant staff.
- Safety checklists were completed by section leaders as an added response during the firemen's strike.
- Fire drill and fire alarm procedures were reviewed.
- A risk assessment scheme for carrying out covert surveillance work was considered and approved for use in the Department.
- Accident statistics – one member of staff suffered a broken heel whilst at work, and there was one other minor accident during the period.

**4. CURRENT ISSUES**

- Working alone procedures are being updated and the guardian angel scheme is to be introduced to protect relevant staff.
- New risk assessments are being conducted within our new fleet services section, and personal protective equipment provision is being reviewed.
- Safety and welfare issues at Town House, Montrose and Dewar House, Arbroath relating to temperature control, alarm systems and parking are being pursued with the Property Services Department.

**5. FUTURE PLANS**

- Risk assessment will be carried out in regard to visits to farms by staff. Farms are visited for a number of reasons including for animal health and welfare purposes, and for the sampling of animal feed, fertilisers and private water supplies.
- Plans are being made to provide internal training on safety issues using the various video packages which are available. Training subjects will be selected and delivered by members of the Core Safety Group.

**6. FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

## **7. HUMAN RIGHTS**

There are no human rights issues arising from this report.

## **8. CONSULTATION**

The Chief Executive, Director of Finance, Director of Law and Administration and the Personnel Services Manager have been consulted on the contents of this report.

**Stewart Heggie**  
**Director of Environmental and Consumer Protection**

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 this report.

**JM/FMCI**  
**15.7.03**