

ANGUS COUNCIL

ENVIRONMENTAL AND LEISURE SERVICES COMMITTEE -28 AUGUST 2003

ANNUAL HEALTH AND SAFETY REPORT – APRIL 2002–MARCH 2003

REPORT BY CONTRACT SERVICES MANAGER

ABSTRACT

This report advises Members of significant health and safety issues relating to the Contract Services Department that occurred during the year 2002/2003 and sets out a Health And Safety Action Plan for the coming year.

1. **RECOMMENDATION**

It is recommended that the Committee note the terms of this report.

2. **HEALTH AND SAFETY 2002/2003**

Significant Events

Safe Working Practices have greatly improved throughout the year through consultation with staff.

Implications of New Work/Initiatives

Angus Contract Services is one of the few authorities in Scotland who have embarked upon a programme of training and health surveillance in connection with Hand and Arm Vibration Syndrome. Risk assessments have been carried out, equipment reviewed and replacement programme implemented. Employees have been trained on the effects of noise and vibration and issued with improved Personal Protective Equipment as well as undertaking health screening by a specialist contractor. Further health checks will be carried out in the coming year with the requirement to assess actual on-site working vibration levels of hand-operated machinery being investigated.

The Department has carried out risk assessments in connection with display screen equipment and training has been given where required. A programme for replacement equipment and improvement of workstations has been put in place with 29 personal computers being replaced.

Audits/Inspections

Management and employees' safety representatives, as well as an employee from the Safety Team, carried out several safety inspections. The findings of these inspections were actioned as appropriate, with any major shortcomings reported to the departmental Safety Committee.

Training

The Department continues to be heavily involved in training as can be seen from the Training Plan. Over the year training has been carried out in of risk assessments, COSHH, safe working practices, driver assessments and retraining, trailer licence training, manual handling, electrical safety and inspection, safe use of chemicals, arboricultural competence certificate, lifeguard and first-aid. These are indicative of the range of areas where training has been carried out. The training for employees is ongoing, with the current year's training programme already underway.

Accident Statistics

From April 2002 to March 2003 there were 81 accidents involving employees, of which 24 required to be reported to the Health & Safety Executive. In the same period there were 419 involving non-employees, none required to be reported to the Health & Safety Executive.

3. ACTION PLAN

The following targets had been set for the departmental health and safety activities in the year. Responsibility for achievement of the targets was allocated within the department management structure.

Issue	Target Date	Outcome
Train staff as emergency first aid trainers	March 2003	Achieved
Delivery of training to meet identified needs and in accordance with 2002/2003 training plans	Ongoing	Ongoing
Delivery of training to meet requirement of new work practices and/or legislation	Ongoing	Ongoing
Review risk assessments, COSHH and safe working practices	Ongoing	Ongoing

4. FINANCIAL IMPLICATIONS

No financial implications arise directly from the terms of this report.

5. HUMAN RIGHTS IMPLICATIONS

There are no Human Rights implications arising from this report.

6. CONSULTATION

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

M P Graham
Contract Services Manager
30 July 2003

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.