

ANGUS COUNCIL

ENVIRONMENTAL & LEISURE SERVICES COMMITTEE – 28 AUGUST 2003

HEALTH & SAFETY

REPORT BY THE DIRECTOR OF LEISURE SERVICES

**ABSTRACT**

This report advises Members of work undertaken in relation to Health and Safety throughout Leisure Services during 2002/2003 and advises of areas to be addressed during 2003/2004.

**1 RECOMMENDATION**

It is recommended that Committee notes and approves the contents of this report.

**2 BACKGROUND**

The departmental "Health and Safety Management Manual" is currently being updated and will be reissued in November 2003. This comprehensive document continues to advise employees of their responsibilities under the Health and Safety At Work, Etc Act 1974 and promotes safe working practices throughout the department. The manual is available to all members of Leisure Services staff and continues to be reviewed on a regular basis.

**3 PROGRESS**

**Country Parks – Ranger Service**

**2002/2003**

- Forfar Loch Country Park Health and Safety Statement has been reviewed.
- Lighting upgraded at Braedownie Ranger Base.
- Reservoir bank stabilisation works completed at Crombie Country Park.
- Engineering assessment for essential reservoir maintenance has been carried out for Crombie and Monikie Country Parks.
- Countryside Rangers have revalidated their British Red Cross First Aid and the Royal Life Saving Society Bronze Medallion certificates.

**2003/2004**

The Health and Safety Statements for Angus Glens and Montrose Basin Local Nature Reserve are in the process of being reviewed.

Essential reservoir maintenance will be completed at Crombie Country Park. Reservoir maintenance works will commence at Monikie Country Park.

## **Parks**

### **2002 - 2004**

The following areas of Health and Safety have been undertaken during 2002/2003 and are continuing to be undertaken during 2003/2004 by the Parks Service:-

- Play area risk assessment review
- Play area site resolutions of high risk elements at:-
  - South Links, Montrose
  - Little Nursery, Montrose
  - Inch Terrace, Montrose
  - Castle Street, Montrose
  - Esk Terrace, Montrose
  - Whitehills, Forfar
  - Boyle Park, Forfar
  - Sheriff Park, Forfar
  - Threewells Drive, Forfar
  - Annefield Drive, Arbroath
  - MacDonald Park, Arbroath
  - Bloomfield Park, Arbroath
  - Spink Street, Arbroath
  - Provost Chapel Road, Arbroath
  - Dempster Park, Letham
- Headstone stabilisation works at various locations
- Wall repairs at various locations
- Footpath repairs at various locations
- Risk assessments of various landscape projects
- Construction design management considerations for larger projects
- Burial ground audits
- Public parks and open spaces audits
- Tree reports and felling of high risk specimens

## **Leisure**

### **2002/2003**

#### **Lochside Leisure Centre**

- Structural repairs were carried out in the main hall store area and to the floor.
- Additional facilities/improvements for people with disabilities have been completed and are now in use.
- Staff changing area has been upgraded.

#### **Websters Sports Centre**

- Work completed on the games hall roof supports (tie bars).
- Improved access/egress to the car park has been completed.

#### **Montrose Sports Centre**

- Car park increased in size to alleviate on-street car parking in the vicinity of the centre.

#### **Arbroath Sports Centre**

- Purpose built pool-side changing accommodation for users with disabilities is now operational.

#### **Saltire Leisure Centre**

- Games hall lighting has been upgraded.

## **2003/2004**

### **General**

- Carry out an inspection of all PA systems in the leisure facilities with a view to upgrading where appropriate/feasible.
- Review Car Parking Procedures relating to Leisure Facilities and update where necessary.
- Review and update where appropriate current Centre/Pool Management rules.
- Introduce and develop a Child Protection Strategy.

### **Brechin Leisure Centre**

- Install roller shutter door at games hall store to improve ease of access/egress.

### **Carnoustie Leisure Centre**

- Carry out access improvements at car park, main entrance and reception areas.

### **Lochside Leisure Centre**

- Assessment to be made of the load bearing capacity of the lighting framework and of the light control desk in the drama studio and any appropriate works to be carried out.

### **Saltire Leisure Centre**

- Undertake access improvements at main entrance and reception areas.

### **Caravan Parks**

- Upgrade & bond electrical hook-up points as and where required at Lochside (Forfar), Woodlands (Carnoustie) and South Links (Montrose) Caravan Parks.

## **Cultural Services**

### **2002/2003**

#### **Monifieth Library**

- A lockable bin store was created outside the library to allow relocation of bins from inside toilet areas.
- Lock-fast cupboard constructed in the library to house cleaning and flammable materials
- Front and internal doors modified and automatic openers and closers installed to allow disabled access into and within the library.

#### **Montrose Library**

- Modifications were made to the reception desk to comply with the Display Screen Equipment (DSE) Regulations, and the entrance vestibule reorganised to adhere to fire regulations.

#### **Forfar Library**

- Modifications were made to the reception desk to comply with DSE Regulations

#### **Letham Library**

The Feuars Committee carried out the following works :-

- Provided safety rails across all external windows
- Replaced glass in entrance doors with Safety Glass

- Extended the metal stair handrail at the top of the stair
- Replaced fire exit sign with modern running man type sign
- Replaced lower timbers of window looking onto the square

### All Service Points

Following recommendations made in the DSE report a range of property, power and communications works were identified and costed. The agreed programme of works were carried out in the financial year 2002/2003.

### **Risk Assessment**

- Risk Assessments were carried out at all service points by each service point manager following generic guidelines laid down by a Cultural Services Working Group. These assessments will be updated on a regular basis.
- Risk Management checklists which address a range of Health & Safety and insurance issues relating to lessee usage of Cultural Services accommodations have been developed in consultation with the Corporate Risk Management Group. The completion and submission of these are now a requirement of all let acceptances.

### **Accidents 2002/2003**

#### Involving Vehicles

There were nine incidents involving Cultural Services vehicles all of them relating to minor accidents with the Mobile Libraries with the exception of a catastrophic engine failure in wet weather which resulted in it having to be replaced with a temporary vehicle whilst a permanent replacement is sourced.

#### Involving employees and non-employees

There were three accidents involving employees and nine involving non-employees reported during 2002/2003. All were of a minor nature and appropriate remedial action was taken.

### **Incidents of intimidation and aggression against staff 2002/2003**

There were five reported incidents of intimidation and aggression aimed at employees. Four of these incidents resulted in the police being directly involved. We continue to treat such incidents very seriously and work with the police to ensure the safety of our staff and members of the public at all times.

### **Proposals for 2003/2004**

#### Arbroath Library

Works will be carried out at Arbroath Library to ensure compliance with the current Disability Discrimination Act.

- A disabled ramp will be installed at the front of the building
- The reception desk will be replaced and relocated within the building affording better disabled customer access

#### Brechin Library

The present reception desk will be replaced and relocated within the building to provide improved disabled customer access

#### Carnoustie Library

Works are proposed to improve access at the main library entrance including:

- Replacement of existing disabled ramp
- Alteration of main door to improve customer access particularly for wheel chair users

#### Montrose Library

The fire exit at the side of the building will be upgraded in the coming year and vehicle access will be restricted in the lane adjacent to the library to improve customer and employee safety.

#### Museums

A programme to replace unsuitable glass in the Museums Service cases has been identified and a funding bid for the Equipment Repair & Renewal Fund for Financial Year 2003 – 2004 has been made to enable these works.

#### Forfar Reid Hall & Montrose Town Hall

A programme for the upgrading of these facilities has been identified and agreed. The works, many of which relate to Health & Safety issues, will be undertaken in Financial Year 2003 – 2004. Additional upgrading work will be scheduled for 2004 – 2005 as will proposals for upgrading other Cultural Services Halls facilities.

#### Risk Assessments

- Risk assessments will continue to be carried out at all service points, particular attention will be paid to Fire Risk Assessments where individual Fire Risk Assessments will be conducted for all Cultural Services premises.
- DSE Risk Assessments will be carried out at all part-time libraries in preparation for the introduction of a Dynix automated library system

## **4 TRAINING**

Where appropriate, employees have continued to attend training to heighten awareness in relation to health and safety issues and to assist in the identification of potential hazards. These courses included:-

- DSE Training
- Manual Handling
- Risk Assessment
- Stress Management and Risk Assessment
- Disability Awareness Training
- Drug and Alcohol Awareness
- Violence and Aggression

## **5 2003/2004**

Throughout 2003/2004 the Leisure Services department will focus on the following areas:

- Regular risk assessments will be undertaken throughout the department with findings reported to the Director and relevant Heads of Service for appropriate action
- Continued implementation and compliance with all Health and Safety procedures and policies
- Ensure all employees are aware of their roles and responsibilities in relation to Health and Safety
- Continued review of the departmental Health and Safety Management Manual.

## **6 FINANCIAL IMPLICATIONS**

There are no additional financial implications arising directly from this report.

## **7 HUMAN RIGHTS IMPLICATIONS**

There are no human rights implications associated with this report.

## **8 CONSULTATION**

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

**J R ZIMNY**  
**DIRECTOR OF LEISURE SERVICES**

**NOTE:** 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.