

PROPERTY SERVICES HEALTH & SAFETY ANNUAL REPORT 2003/2004

Abstract

This report submits the Property Services Department annual Health & Safety report for 2003/2004.

1 RECOMMENDATION

The Committee is recommended to note the contents of this report.

2 BACKGROUND

This report presents the Property Services Department's annual health and safety report in accordance with the Health & Safety policy adopted by Angus Council in 1996.

3 2003/2004 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 2003/2004:

- 1 Progress on significant Health & Safety Events/Incidents raised during the previous year.
- 2 Other issues arising during the year
- 3 Audits/Inspections
- 4 Staff Training
- 5 Accident Statistics
- 6 Construction site incidents
- 7 Other Matters
- 8 Action Plan

4 FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

5 HUMAN RIGHTS ACT IMPLICATIONS

There are no Human Rights Act implications specific to this report.

Any implications, as a consequence of discharging recommendations detailed in this report, will be managed in accordance with the standing procedures and processes established by the Property Services department.

6 CONSULTATION

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

7 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.

REFERENCES

<u>Committee</u>	<u>Date</u>	<u>Article</u>	<u>Subject</u>
Personnel and Property Services Committee	2.9.97	919/97	Property Services Departmental Health & Safety Policy

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 a material extent in preparing the above report.

M G Lunny
Director of Property Services

**Property Services Department
Annual Health & Safety Report 2003/2004**

1. Progress on significant Health & Safety Events/Incidents raised during the previous year

Area of Concern	Specific issues	HSE Involvement	Action Taken	Comment
Refurbishment of workshops at Cairnie Loan	Improving working conditions and addressing associated health and safety concerns	None	Replacement of pits with hoists and relocation of work areas. refurbishment of the electrical installation and vehicle exhaust extraction. Improved lighting.	To be completed early 2004/05.
Fire compartmentalisation of roof voids following recent Local Authority fires.	Review of relevant standards and practices. Detailed survey of the Council's non-housing properties.	None	Phase 2 of two phase programme complete.	Phase 2 completed in 2003/04 or 2003/04
Safety of reservoirs Phase 2	Supportive funding for Phase 1 of remedial works.	None.	Progressed by Leisure Services.	Phase 2 planned for 2003/04.
Asbestos in Non Housing Properties	Management of asbestos in non housing properties in preparation for implementation of the Control of Asbestos regulations in May 2004	None.	Extensive auditing or properties combined with updating the Asbestos register developing new procedures and training employees	Significant progress achieved. Completion due early Autumn 2004.
Repairs to footpath, Brothock Valley, Arbroath.	Large opening caused by heavy rains early in the year.	None.	Repairs to large hole which presented an immediate danger to the public.	Completed

2. Other issues arising during the year included:

The introduction of the Barbour Index Internet based reference system as a departmental reference resource, which is accessible to all professional and technical employees. The system provides access to the latest legislative and best practice and health and safety guidance and is updated on a regular basis.

Design guidance issued on the safety features required for all receptions and interview areas.

Remedial measures following Display Screen Equipment risk assessments have been implemented.

Guidance has been issued to reduce the use of ladders as working platforms to only the most exceptional cases.

A review of Council policy regarding the use of sprinklers in schools was undertaken and it was determined that sprinklers should be introduced in all new build and major refurbishment projects where this was technically feasible.

3. Audits/Inspections

Implementation of the CDM Regulations

The department, in conjunction with the Chief Executive, gave a presentation to the Health and Safety Executive on 29th May 2003 on the way the Construction Design and Management Regulations (CDM) are implemented within the Council. The HSE inspectors subsequently audited the procedures in March 2004 and undertook site visits to various construction sites. As

a consequence, while no adverse comment was received from the HSE inspector with regard to Property Services management of the CDM Regulations, one contractor was written to by the HSE highlighting deficiencies in site management.

Work Place Regulations

Inspections were carried out at Ravenswood and Bruce House offices and various house keeping improvements were implemented.

4. Training

The following training courses were undertaken during the year:

Course	Nos of Staff
Asbestos – Your duty to manage	1
Designing out risk conference	3
Display Screen Equipment (Managers)	2
Display Screen Equipment (Operators)	2
Emergency Aid Training Skills	1
Managing Potentially Violent And Aggressive Situations	1
Personal Stress Awareness	4
Scaffolding	1
Security Awareness	2
Stress Management and the Risk Assessment Process	6
Working at Height	39
Working in Confined Spaces	21

5. 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	1 fall through ceiling in attic. I fall on ice 1 injury sustained through defective fixing of roller towel.	3 reported last year	None	Appropriate cautions issued. Early gritting of car park. Towel dispenser secured.
1	Non Reportable	Tenant fell through hatch in floor during electrical rewiring works in his house. Torn ligaments in left ankle required hospital treatment.	No report last year.	None	Contractor advised to make warning notices more visible. Staff to reinforce warnings to tenants.

6. Construction site incidents:

Contracts	Reportable or Non Reportable	Causes and Consequences	Trends and Comparisons	Significant Findings and Investigations	Actions to prevent recurrences
7	Non Reportable	2 incidences of live electrical sockets left open while occupied by tenants other incidents of scaffolding and site management.	2 reports last year	One contractor has been suspended from further contracts pending improvements in H&S site management.	7 Advisory notices issued to contractor by supervising officers.

7. Other Matters

- A review of the department's Health & Safety policy was completed.
- A review of the Contractors' Health & Safety Performance Standards was completed.
- Two meetings of the Departmental Health & Safety Liaison group comprising management and staff representatives were held during the year.

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.

M G Lunny
Director of Property Services.