

ANGUS COUNCIL

RESOURCES AND CENTRAL SERVICES COMMITTEE - 17 JUNE 2004

LAW AND ADMINISTRATION DEPARTMENT
ANNUAL REPORT ON HEALTH AND SAFETY 2003/2004

REPORT BY THE DIRECTOR OF LAW AND ADMINISTRATION

ABSTRACT

This Report advises members of the Health and Safety related activity carried out within the Department of Law and Administration during 2003/2004 and outlines further action planned for 2004/2005.

1. RECOMMENDATION

It is recommended that the Resources and Central Services Committee notes and approves the contents of this Report.

2. INTRODUCTION

The Law and Administration Department's Health and Safety Policy Statement was updated and re-issued to all members of staff in November 2001. The policy comprises three constituent parts:-

- Statement by Director of Law and Administration
- Departmental organisation to ensure individual responsibility for health and safety is clearly defined and accounted for
- Arrangements allowing the department to adequately discharge its health and safety obligations.

3. REVIEW OF ACTIVITY DURING 2003/2004**Works**

Improvements were completed in the Graphic Design Section of the Print & Design Unit, which included heating and ventilation works as well as new work stations to meet Display Screen Equipment Regulations.

Further temporary accommodation was provided for ACCESS Line at 7 The Cross pending the final resolution of a permanent base for an integrated ACCESS Line and telephone switchboard. Appropriate workstations and suitable lighting were installed to ensure that all health and safety factors were accounted for.

Accidents

There was one reported accident involving a member of staff in the period under review. This was of a minor nature and no remedial action was considered necessary. No accidents to visitors were reported during the period.

Risk Assessments

Risk assessments continue to take place on an ongoing basis and any alterations to office layouts are subject to consultation with both the Property Services Department and the Council's Safety Manager.

The location of all new or replacement computer equipment is subject to DSE risk assessment in advance.

4. PLANNED ACTIVITY 2004/2005

The delayed alterations to Montrose Registration Office should commence in July. These will resolve the health and safety issues which were subject to temporary improvement measures pending the works.

Alterations within the Legal Services section of the department are to be undertaken this month and the usual consultations will take place before and during the works

Insurance surveys were recently carried out by Zurich Municipal Insurance at Bruce House and County Buildings. Any recommendations will be examined and incorporated into current risk assessments for those buildings.

The extension at Ravenswood is due for completion and occupation in June 2004. The installation of a disabled lift will require a review of existing fire evacuation arrangements. Discussions are planned with both Property Services Department and Tayside Fire Brigade to formulate a workable arrangement for evacuation of disabled staff and visitors.

An opportunity will also be taken to discuss the implications of the Disability Discrimination Act on fire evacuation of other Headquarters Buildings and Registration Offices.

5. FINANCIAL IMPLICATIONS

Any remedial measures and planned activity can ordinarily be met from current budget provision.

6. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications arising from this Report.

7. CONSULTATION

The Chief Executive, the Director of Finance and the Director of Property Services have been consulted on the contents of this Report.

CATHERINE A COULL
Director of Law and Administration

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 the above Report.