

## ANGUS COUNCIL

## RESOURCES AND CENTRAL SERVICES COMMITTEE – 16 JUNE 2005

LAW AND ADMINISTRATION DEPARTMENT - ANNUAL REPORT ON HEALTH AND SAFETY  
2004/2005

## 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 2004/2005 and outlines further action planned for 2005/2006.

**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 of 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 2004/2005**

Alterations to Montrose Registration office have now been completed which have effectively remedied previous health and safety concerns. Work is however ongoing in adjoining offices to be occupied by the Community Education Service and further amendments to the fire procedures will be required once this further phase is completed.

Alterations have also been completed within the Legal Section at St James House to ease accommodation difficulties previously being experienced by staff.

The first floor extension at Ravenswood (main block) was completed and is now occupied by the Environmental and Consumer Protection Department who will also occupy the space created by the transfer of NHS Trust staff to new premises. The installation of a lift in this building highlighted the need for an evacuation plan for disabled visitors and staff who are unable to use the lift during an emergency evacuation. This prompted discussions with the Property Services Department and within the Management Safety Forum to ensure that satisfactory arrangements are in place for the safe evacuation of disabled visitors and staff from all Council buildings in the case of fire and other emergency situations.

Fire evacuation drills were carried out recently in St James House, County Buildings and Bruce House and weekly staff familiarisation soundings continue to take place within these buildings.

## **Accidents**

There were two reported accidents involving members of staff in the period under review, one being as a result of a fall and one due to injury received during a manual handling operation resulting in a one day absence from work. No accidents to visitors were reported during this period.

No improvement or prohibition notices were issued by the Health & Safety Executive during this period.

## **Risk Assessments**

Risk assessments continue to be carried out in respect of amended office layouts, acquisition of new equipment, revised working practices and in any other circumstances where line managers consider it to be appropriate. A complete review of the risk assessments was carried out within the Print and Design Unit.

To ensure compliance with statutory health and safety regulations, consultation on issues regularly takes place with both the Property Services Department and the Council's Safety Manager.

## **4. PLANNED ACTIVITY 2005/2006**

It is intended to hold a half day seminar for all line managers with particular emphasis placed upon their responsibilities to carry out effective risk assessments.

Updated fire risk assessments will be prepared for County Buildings and Bruce House.

Increased security measures will be carried out within Bruce House to further prevent access to departments by unauthorised members of the public

Following completion of alterations at 51 John Street Montrose and occupation by the Community Education Service, revised evacuation and call out procedures will be prepared.

In consultation with occupying departments, procedures will be put in place to ensure safe evacuation of disabled staff and visitors from HQ Buildings which come under the management control of the Law and Administration Department, to include provision of evacuation aids as deemed appropriate.

## **5. FINANCIAL IMPLICATIONS**

Any remedial measures and planned activity can ordinarily be met from current budget provision although provision of evacuation aids, dependant upon their cost, may require consideration.

## **6. HUMAN RIGHTS IMPLICATIONS**

There are no human rights implications arising directly 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 preparation of this Report.