

## ANGUS COUNCIL

## PERSONNEL &amp; PROPERTY SERVICES COMMITTEE

13 JUNE 2000

## PERSONNEL DEPARTMENT: ANNUAL HEALTH AND SAFETY REPORT

## REPORT BY DIRECTOR OF PERSONNEL

**ABSTRACT**

This report advises members of significant health and safety issues relating to the Personnel Department which occurred during the year 1999/2000 and sets out a Health and Safety Action Plan for the coming year.

**1. RECOMMENDATION**

The Committee note the terms of this report.

**2. HEALTH AND SAFETY 1999/2000*****Significant Events***

No major health and safety problems were identified through auditing or inspection of the Department's activities.

In October the administrative headquarters of the Angus Council Training Services section moved into altered and refurbished premises at Arbroath Business Centre. As part of the refurbishment some furniture was replaced to ensure workstations for staff and trainees are fully compliant with display screen equipment safety regulations. At the same time, new power and data cabling was installed to meet the Property Services Department's guidance on good working practice.

Also in October 1999 the department gained the Scotland's Health at Work Scheme's Silver Award.

***Training***

The department commenced its programme of training for display screen equipment operators and their managers. This is part of a rolling programme of training which is being delivered to all relevant Council staff by one of the Personnel Department's Safety Advisers. Additionally, that Safety Adviser and an Employee Development Adviser were trained to deliver courses in dealing with violence and aggression. Another member of the Safety Team has become a qualified manual handling trainer and the UNISON appointed safety representative within the Department completed a ten week health and safety course.

***Accident Statistics***

During the course of the year there were 2 accidents involving employees and 4 involving non employees (trainees at ACTS). None of the accidents was serious and there were therefore no accidents reported to the Health and Safety Executive. There were no reports of incidents of violence or aggression to employees.

### 3. 2000/2001 ACTION PLAN

The following targets have been set for departmental health and safety activities in the coming year. Responsibility for achievement of the targets will be allocated within the department.

<b>Issue</b>	<b>Target Date</b>
Revision of the department's health and safety policy	September 2000
Completion of training in DSE safety for all relevant managers and operators	October 2000
Completion of DSE risk assessments for all departmental workstations and implementation of any necessary remedial action	October 2000
Identification of staff's health and safety training requirements in line with revised health and safety policy	December 2000
Delivery of training to meet identified needs	Ongoing

### 4. FINANCIAL IMPLICATIONS

No financial implications arise directly from the terms of this report

### 5. CONSULTATION

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

JANICE TORBET  
Director of Personnel

**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.