

REPORT TO: TAYSIDE VALUATION JOINT BOARD – 27 AUGUST 2018

REPORT ON: HEALTH AND SAFETY ANNUAL REPORT

REPORT BY: ASSESSOR

REPORT NO: TVJB 15-2018

1 PURPOSE OF REPORT

- 1.1 To present to the Board the Assessor's annual report on Health and Safety matters, in accordance with the Board's Health and Safety Policy Statement.

2 RECOMMENDATIONS

- 2.1 The Board is asked to note the content of the report.

3 FINANCIAL IMPLICATIONS

- 3.1 Any implementation costs have been contained within the Assessor's Revenue Budget.

4 POLICY IMPLICATIONS

- 4.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

5 BACKGROUND

- 5.1 At its meeting on 19 August 1996 the Board noted and approved the Tayside Valuation Joint Board General Health and Safety Policy Statement which included an obligation on the Assessor to monitor and evaluate the Health and Safety performance of the Department and prepare an annual report to the Board.

6 POLICY STATEMENT – GENERAL PRINCIPLES

- 6.1 The Boards general principles of health and safety are contained in the Departmental Health and Safety Policy Statement and are as follows.
- 6.2 In keeping with its overall objectives and in accordance with the requirements of the Health and Safety at Work Act 1974, Tayside Valuation Joint Board will take all reasonably practicable steps to ensure the health, safety and welfare of its employees and members of the public. A high standard of performance in this respect is one of the Board's principal objectives and an integral part of its approach to service delivery.
- 6.3 The Board aims not only to reduce accident and sickness absence rates but also to promote the wellbeing of its employees and to develop a positive attitude to health and safety throughout the Tayside Valuation Joint Board.
- 6.4 The involvement and co-operation of all employees on both an individual and collective basis are crucial to the achievement of these aims. Accordingly, the Board will ensure by informing, instructing, training and consulting employees that they are aware of their responsibilities and capable of discharging them and that they have an opportunity to contribute to establishing and maintaining effective health and safety practices.

- 6.5 In all its activities the Board acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its employees and the environment in which it operates.
- 6.6 The Board will seek to achieve its aim by:-
- a Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees.
 - b Meeting its responsibilities to employees, to other people and to the environment in a way which recognises that legal requirements are only a minimum standard.
 - c Adopting a planned and systematic approach to the implementation of the Board's Health and Safety Policy, to ensure, so far as is reasonably practicable:-
 - i the provision and maintenance of plant and systems of work that are safe and without risk to health;
 - ii arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - iii the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees;
 - iv the maintenance of any place of work under the Board's control in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from these places of work that are safe and without such risks, and
 - v the provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.
 - d Identifying and assessing the risks associated with all activities of the Board with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
 - e Allocating resources to meet the requirements of the Board's Health and Safety Policy.
 - f Planning for health and safety including the setting of realistic short and long term objectives, deciding priorities and establishing adequate performance standards.
 - g Monitoring and reviewing performance on a regular basis.
 - h Ensuring appropriate workforce consultation and consultation with safety representatives.

7 SIGNIFICANT RISKS FACED BY BOARD EMPLOYEES

- 7.1 Although Assessor's staff operates in a relatively low risk working environment, their Health and Safety remains an important consideration. The main risks to Board employees continue to be the possibility of injury whilst carrying out property inspections and the possibility of a staff member being injured or taking ill whilst they are working alone and remaining undiscovered for a significant time period. In order to mitigate these risks guidance is provided in the form of "Guidance for Working Out of the Office and Lone Working" and a range of Safe Working Arrangements which includes "Property and Site Inspections" and "Work Related Road Safety".

8 ANNUAL REPORT TO AUGUST 2018

- 8.1 The Department's Health and Safety Group, under the chairmanship of an Assistant Assessor (Dundee), continues to meet biannually to monitor Health and Safety matters. Proceedings are recorded by minutes which are in turn presented to the Management Team for consideration. Health and Safety is a standing Agenda item for meetings of the Management Team.
- 8.2 The HSE recommend that Fire Risk Assessments are regularly carried out in the workplace in order to determine the risk to life from fire and should be regularly reviewed. Where appropriate the assessment will contain recommendations to ensure the premises comply with fire safety legislation. Following a tender process, assessments were carried out in each of the three Divisional offices by a specialist company, Firesafe Consultancy, during August 2017. The premises were generally found to be compliant however a number of minor points were raised and have since been addressed.
- 8.3 Portable Appliance Testing is carried out every three years by approved Electrical Contractors in each of the Divisional offices. This was last carried out in 2016 while in the intervening years formal visual inspections are carried out by trained Assessor's staff.
- 8.4 Regular fire drills are carried out in order to ensure that staff are familiar with escape routes and that the building can be evacuated within reasonable time limits.
- 8.5 Firefighting equipment, alarms and emergency lighting are tested on a regular basis.
- 8.6 Members of staff from Angus and Perth Divisions have successfully completed the British Red Cross first aid refresher course ensuring that each office has a full complement of trained first aiders.
- 8.7 The Assistant Assessor responsible for Health and Safety matters continues to consult with Dundee City Council Health and Safety Section and ensures that any matters affecting the Board are advised.
- 8.8 Routine Health and Safety matters continue to be dealt with locally as they arise.
- 8.9 The total number of days lost by Tayside Valuation Joint Board staff for 2017-2018 through sickness absence was 398 days at a cost of £44,414.07, in comparison to 2016-2017 when 519 days were lost at a cost of £52,313.87. Sickness absence levels have generally improved in comparison with last year with a resultant reduction in costs and Management continue to monitor absence levels. The full absence statistics are contained in the attached Appendix.

9 CONCLUSIONS

- 9.1 Health and Safety matters continue to be monitored effectively, through systems and procedures set up within the department. The Health and Safety Group comprises members from each Divisional office and accordingly Board wide issues are addressed and reported appropriately. Action is taken to ensure compliance with statutory and general health and safety requirements, and relevant training provided to staff as required. Additionally, consideration is given annually to ensuring funds are contained in the Assessor's Revenue Budget to cover the cost of complying with all Health and Safety requirements. It is considered that overall arrangements for dealing with Health and Safety matters are satisfactory.

10 CONSULTATIONS

- 10.1 The Clerk and Treasurer to the Board have been consulted on this report.

11 BACKGROUND PAPERS

11.1 None.

ALASTAIR KIRKWOOD
Assessor

August 2018

Tayside Valuation Joint Board

Sickness Absence Statistics 2017-2018

DIVISION	Number of Instances	Working Days Lost	Calendar Days Lost	Working Hours Lost	Work Related Absence	Statutory Sick Pay £	Occupational Sick Pay £	Total Sick Pay £
HEADQUARTERS AND I.T.	13	94	125	695.6	0	1,375.99	11,675.93	13,051.92
DUNDEE DIVISION	17	43	50	318.2	0	196.57	3,669.47	3,866.04
PERTH & KINROSS DIVISION	28	169	237	1,250.6	0	2,805.42	17,544.86	20,350.28
ANGUS DIVISION	16	92	118	680.8	0	1,125.09	6,020.74	7,145.83
TOTALS	74	398	530	2,945.2	0	5,503.07	38,911.00	44,414.07

Sickness Absence Statistics 2016-2017

DIVISION	Number of Instances	Working Days Lost	Calendar Days Lost	Working Hours Lost	Work Related Absence	Statutory Sick Pay £	Occupational Sick Pay £	Total Sick Pay £
HEADQUARTERS AND I.T.	13	27.5	30	203.5	0	212.28	4,542.64	4,754.92
DUNDEE DIVISION	22	75.5	90	558.7	0	619.15	7,052.95	7,672.10
PERTH & KINROSS DIVISION	36	198	295	1,465.2	0	3,125.23	16,349.28	19,474.51
ANGUS DIVISION	18	218	301	1,613.2	0	3,219.58	17,192.76	20,412.34
TOTALS	89	519	716	3,840.6	0	7,176.24	45,137.63	52,313.87