

REPORT TO: TAYSIDE VALUATION JOINT BOARD – 27 AUGUST 2012

REPORT ON: HEALTH AND SAFETY ANNUAL REPORT

REPORT BY: ASSESSOR

REPORT NO: TVJB 17-2012

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.

The Annual Report to August 2012 is undernoted.

6 ANNUAL REPORT TO AUGUST 2012

- 6.1 The Department's Health and Safety Group, under the chairmanship of an Assistant Assessor (Dundee), continues to meet regularly 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.

- 6.2 In all three divisional offices, the fire fighting equipment, alarms and emergency lighting are tested on a regular basis.

- 6.3 In the past year full fire evacuation drills have been carried out successfully and recorded in each office.

- 6.4 As a consequence of recommendations included in the fire risk assessment for the Perth office a magnetic door retainer, intumescent seals around doors and additional heat and smoke detectors have been installed.

- 6.5 The Perspex glazing in several large windows in the Angus office had deteriorated and has been replaced with new laminated glazing panels which will also improve the insulation properties.
- 6.6 A camera entry system has been installed in the Perth office to allow reception staff to view visitors before allowing access.
- 6.7 Three members of staff attended Display Screen Equipment assessment training provided by Dundee City Council to allow Work Station risk assessments to be carried out to reflect changes in personnel or layout.
- 6.8 In order to permit them to undertake the role of Fire Marshall or Warden in each Divisional office eight staff members attended a Fire Safety training course provided by Dundee City Council.
- 6.9 Safety Representative training provided by Dundee City Council was attended by two staff members.
- 6.10 Two members of staff attended the First Aid refresher course run by the British Red Cross in order to update their First Aid qualification.
- 6.11 The Assistant Assessor responsible for Health and Safety matters continues to attend the Health and Safety Coordinator Group meetings arranged by Dundee City Council Health and Safety Section and ensures that any matters affecting the Board are implemented.
- 6.12 Routine Health and Safety matters continue to be dealt with locally as they arise.

7 CONCLUSIONS

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 all 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.

8 CONSULTATIONS

- 8.1 The Clerk and Treasurer to the Board have been consulted in the preparation of this report.

9 BACKGROUND PAPERS

- 9.1 None.