

REPORT TO: TAYSIDE VALUATION JOINT BOARD – 26 AUGUST 2013

REPORT ON: HEALTH AND SAFETY ANNUAL REPORT

REPORT BY: ASSESSOR

REPORT NO: TVJB 18-2013

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 2013 is undernoted at 8 below.

6 DEPARTMENTAL POLICY STATEMENT – GENERAL PRINCIPLES

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.

The Board aims not only to reduce accident and sickness absence rates but also to promote the well being of its employees and to develop a positive attitude to health and safety throughout the Tayside Valuation Joint Board.

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.

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.

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 work force consultation and consultation with safety representatives.

7 SIGNIFICANT RISKS FACED BY BOARD EMPLOYEES

The main risks to Board employees are the possibility of injury whilst carrying out inspections outwith the office and the chance of an illness or injury to a staff member remaining undiscovered whilst they are working alone. 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 2013

- 8.1 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.
- 8.2 In all three divisional offices, the fire fighting equipment, alarms and emergency lighting are tested on a regular basis.
- 8.3 In the past year full fire evacuation drills have successfully been carried out and recorded in each office.
- 8.4 The Dundee City Council Fire Safety eLearning course has been undertaken by staff in all three divisional offices.
- 8.5 Six members of staff attended a Formal Visual Inspection (of portable electrical appliances) Course provided by Dundee City Council. Those with the appropriate training carry out annual inspections and outside contractors carry out full portable appliance testing every third year.
- 8.6 The First Aider in the Perth office successfully attended a course provided by St. Andrew's First Aid which provides the qualification required by the Health and Safety Executive.
- 8.7 Two members of staff from the Perth office attended the Health and Safety Representative course provided by Dundee City Council
- 8.8 In the Forfar office the Fire Alarm system has been replaced, the emergency lighting system upgraded, new fire doors and a new security entrance door installed.
- 8.9 Following its introduction by Dundee City Council, the Board has adopted the Workplace Self Assessment Checklist System which measures health and safety performance year on year in order to assess whether standards are being maintained.
- 8.10 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 TVJB are implemented.
- 8.11 Routine Health and Safety matters continue to be dealt with locally as they arise.
- 8.12 The total number of days lost by Tayside Valuation Joint Board staff for 2012-2013 through sickness absence was 257.5 at a cost of £20,998.98. The full absence statistics are contained in the Appendix.

9 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.

10 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.

ALASTAIR KIRKWOOD
Assessor

August 2013

Tayside Valuation Joint Board

Sickness Absence Statistics 2012-2013

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 & IT	9	22.5	23	166.5	0	£51.51	£3566.37	£3617.88
Dundee Division	33	94.5	112	673.4	0	£616.42	£7945.18	£8561.6
Perth & Kinross Division	29	75.5	139	558.7	0	£1104.6	£5269.22	£6373.82
Angus Division	22	65.0	104	458.8	0	£137.36	£2308.32	£2445.68
Totals	93	257.5	378	1857.4	0	£1909.89	£19089.09	£20998.98