

**REPORT TO: TAYSIDE VALUATION JOINT BOARD – 22 AUGUST 2011**

**REPORT ON: HEALTH AND SAFETY ANNUAL REPORT**

**REPORT BY: ASSESSOR**

**REPORT NO: TVJB 19-2011**

## **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 2011 is undernoted.

## **6 ANNUAL REPORT TO AUGUST 2011**

- 6.1 The Department's Health and Safety Group, under the chairmanship of the 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 During the past year Fire Risk Assessments have been carried out in the Perth and Dundee divisional offices and the recommendations highlighted in the reports will be implemented. The Fire Risk Assessment for the Forfar office is currently underway.

- 6.3 The fixed wiring installations in the divisional offices are tested on a five yearly basis. The Perth and Forfar offices were tested in 2011, while the Dundee office wiring is not due to be tested until 2013.

- 6.4 As part of the three yearly testing programme, Portable Appliance Testing was carried out in all three Divisional offices by an approved electrical contractor in October 2010. In the intervening years, formal visual inspection of portable electrical appliances is carried out by trained Tayside Valuation Joint Board staff.
- 6.5 In all three divisional offices, the fire fighting equipment and alarms have been tested and fire evacuations have been carried out and recorded on a regular basis.
- 6.6 Work Station risk assessments continue to be carried out to reflect changes in either personnel or layout.
- 6.7 Two members of Dundee office staff attended the First Aid refresher course run by the British Red Cross in order to update their First Aid qualification.
- 6.8 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.
- 6.9 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 from both professional/technical and administrative staff. Accordingly issues affecting all three offices and all levels of staff 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.

**John M Galbraith FRICS**  
Assessor

**August 2011**