

RESOURCES AND CENTRAL SERVICES COMMITTEE

17 JUNE 2004

DEPARTMENT OF INFORMATION TECHNOLOGY ANNUAL HEALTH AND SAFETY REPORT

REPORT BY THE DIRECTOR OF INFORMATION TECHNOLOGY

ABSTRACT

This report provides information on health and safety issues within the Department of Information Technology during the period 1st April 2003 to 31st March 2004.

1. RECOMMENDATIONS

The Committee is recommended to note the contents of this report.

2. BACKGROUND

The Chief Officers Management Team meeting of 13th December 1999 agreed that each department prepare an annual report on their health and safety performance. This report is the fifth provided by the Information Technology Department.

3. MAIN ISSUES

ACCIDENTS

During the year only one accident of a minor nature occurred. A risk assessment was conducted but no remedial action was required.

ACCOMMODATION

During the year work was undertaken to create additional accommodation by adapting part of the workshop into office space.

In addition and in consultation with Property Services a disabled car parking space was created along with improved disabled access to the building. A mobile induction loop facility was also introduced.

ACTION PLAN

The Department will continue to review the working environment for staff through continuous risk assessment and health and safety inspections, together with ongoing reviews of staff health and safety training needs. The Department will also ensure that the criteria for retention of Scotland's Health at Work gold status are met.

4. HUMAN RIGHTS IMPLICATIONS

There are no direct human rights implications arising from this report.

5. CONSULTATION

The Chief Executive, Director of Finance, Director of Law and Administration and the Personnel Services Manager have been consulted in the preparation of this report.

A Greenhill
Director of Information Technology

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 this report.