

ANGUS COUNCIL

RESOURCES AND CENTRAL SERVICES COMMITTEE

17 JUNE 2004

PERSONNEL SERVICES: ANNUAL HEALTH & SAFETY REPORT

REPORT BY CHIEF EXECUTIVE

ABSTRACT

This report advises of health and safety events and issues within Personnel Services during 2003/04 and sets out the planned health and safety actions for 2004/05. It does not address the corporate support activities carried out by the Services' Health and Safety Team.

1. RECOMMENDATION

The Committee note the terms of this report.

2. HEALTH & SAFETY 2003/04***Significant Events***

No significant health or safety problems occurred during the year, nor were any identified through risk assessment, auditing or inspection of activities.

Accidents

Accident statistics for the year are shown in the table below. All non-employee accidents involved trainees participating in Training Services' employment programmes. None of the accidents resulted in serious injury and no working days were lost as a consequence of them. In all cases all reasonable steps have been taken to try to avoid recurrences.

	2003/04	2002/03	2001/02
Employees	2 (0)*	1 (0)	3 (1)
Non-employees	12 (0)	8 (0)	8 (0)

* Figures in brackets indicate number reportable to Health & Safety Executive.

For the fifth successive year no incidents of violence or aggression were reported.

Action Plan

The two targets in the 2003/04 action plan were:

- Continuously review and meet staff health and safety training needs
- Retain Scotland's Health at Work (SHAW) Gold Award

During the year personnel staff undertook 42 days of safety training to meet identified needs. Of particular note, 17 staff attended training in emergency first aid which was delivered by the Services' First Aiders.

Personnel Services retained its SHAW Gold Award status in October.

3. HEALTH & SAFETY 2004/05

Personnel Services will seek to maintain its relatively good safety record and to reduce the incidence of accidents. This will be achieved by appropriate training and the continuous review of operations to ensure safe systems of work and good safety practice.

Our key health and safety activities will be:

- Continuously review and meet staff health and safety training needs
- Retain SHAW Gold Award – reassessment in October
- Audit Training Services section's risk assessments by December

4. FINANCIAL IMPLICATIONS

There are no financial implications associated with the terms of this report. The cost of any health and safety training required will be met from Personnel Services' training budget.

5. HUMAN RIGHTS IMPLICATIONS

There are no human rights implications associated with this report.

6. CONSULTATION

The Director of Finance and Director of Law & Administration have been consulted on the terms of this report.

A B Watson
Chief Executive

HR/PersMan

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 the above Report.