

RESOURCES AND CENTRAL SERVICES COMMITTEE - 16 June 2005

FINANCE DEPARTMENT - ANNUAL HEALTH AND SAFETY REPORT

REPORT BY THE DIRECTOR OF FINANCE

ABSTRACT

This report provides an update on health and safety issues within the Finance department during the period 1st April 2004 to 31st March 2005.

1. RECOMMENDATIONS

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

2. BACKGROUND

During 2004/05, the department's Health & Safety Policy was reviewed. The main work consisted of the updating of personal safety and emergency procedures.

3. MAIN ISSUES

TRAINING

Training in undertaking general and fire risk assessments was undertaken by appropriate members of staff.

RISK ASSESSMENTS

No major hazards had been identified. Workplace risk assessments will be subject to annual review unless there is a material change in work practice/environment.

ACCIDENTS

During the year 12 minor accidents occurred with remedial action being taken to prevent any similar occurrences where required.

An issue regarding RSI was raised and this was resolved by the provision of upgraded workstation equipment. There have been no further complaints received.

4. HUMAN RIGHTS

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

5. FINANCIAL IMPLICATIONS

There are no financial implications arising directly from this report.

6. CONSULTATION

The Chief Executive and Director of Law and Administration have been consulted in the preparation of this report.

David S Sawers
Director of Finance

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.

AF/JW
28 May 2003

