

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

---

**REPORT TO:** Leader and Cabinet 3 July 2008  
**AUTHOR/S:** Corporate Manager Health and Environmental Services / Principal  
Environmental Health officer

---

### ENVIRONMENTAL HEALTH—HEALTH AND SAFETY SERVICE PLAN

#### Purpose

1. To seek the Cabinet's approval of a Health and Safety Service Plan for 2008/09
2. This is a key decision because:
  - it is likely to be significant in terms of its effects on communities living or working in all wards of the District.
  - it is of such significance to a locality, the Council or the services which it provides that the decision-taker is of the opinion that it should be treated as a key decision.

and it was published in the Forward Plan.

#### Background

3. Health and Safety aspects of the Services work have been included within the 2008/09 Environmental Health and Waste Management Service Plan however the Health and Safety Executive, in its Section 18 requirements of the Health and Safety at Work etc. Act 1974, demands the production of a specific service plan to a common format. The Health and Safety Service Plan attached as **Appendix 1** to this report meets this requirement.

#### Considerations

4. The Health and Safety Executive has stated the following in its Section 18 guidance:
  - (a) Produce an annual Health and Safety Plan, which is agreed by Members and contributes to the Health and Safety Commission priorities.
5. Guidelines were then given as to the details and expected content of the Health and Safety Service Plan. The service plan simply identifies in one single document the work and structure of the service relating to health and safety.

#### Options

6. Members can accept, reject or amend the proposed plan.

#### Implications

7. 

|           |   |
|-----------|---|
| Financial | Within existing resources               |
| Legal     | None                                    |
| Staffing  | Referred to within the body of the Plan |

|                     |  |
|---------------------|--|
| Risk Management     | Failure to adhere to the Plan could result in adverse media comment. The Health and Safety Executive could name and shame the Local Authority nationally. In extreme circumstances if SCDC fails to carry out this work the HSE may take over the Council's inspection and enforcement duties and charge the Local Authority for the work.   |
| Equal Opportunities | In line with general and specific duties under the Race Relations Act 1976 and the Race Relations Amendment Act 2000, the Council operates a Race Equality Scheme (RES) in order to eliminate unlawful discrimination and to promote race equality and good race relations. The Scheme gives priority to actions relating to Travellers as the biggest ethnic minority in the district. (Around 1.7% of the district's population). Statistics from the 2001 census also shows that, whilst only 2.9% of the District's population is made up of black and minority ethnic groups, there are greater ethnic minority communities in three wards in particular. These are the villages of Girton, Milton and Teversham where the black and minority ethnic groups are two or three times as much.<br>An assessment of SCDC services in terms of their relevance to the statutory duty to promote race equality, which is featured in the Race Equality Scheme, rates health and safety issues as of 'medium' relevance. |

### Consultations

8. None.

### Effect on Corporate Objectives and Service Priorities

- 9.
- |  |
|--|
| <b>Work in partnership to manage growth to benefit everyone in South Cambridgeshire now and in the future</b>  |
| Close 'partnership work' has developed significantly with SCDC's HSE colleagues during the last 3 years. The Section 18 guidance is currently being reviewed, due in part to the success of this closer working relationship. Close partnership working with the HSE and joint health and safety projects could well do away with the mandatory requirement for a documented service plan of this type in the future. The service involves liaison and partnership working with a variety of differing businesses, organisations and agencies as detailed in the Plan. |
| <b>Deliver high quality services that represent best value and are accessible to all our community</b>   |
| The plan refers to many ways in which the health and safety service works towards this objective. i.e. Access to services through the Contact Centre and quality benchmarking.   |
| <b>Enhance quality of life and build a sustainable South Cambridgeshire where everyone is proud to live and work</b>   |
| The plan supports the development and maintenance of small and medium sized enterprises through appropriate measured enforcement, advice and education. It is concerned with the maintenance of economic prosperity in the District.   |

### **Conclusions/Summary**

10. This service plan meets the HSE requirements under relevant legislation and guidance.

### **Recommendation**

11. That Cabinet approve the Health and Safety Service Plan 2008/09, which is attached to this report.

**Background Papers:** the following background papers were used in the preparation of this report:

- a. Section 18 on Local Authority Health and Safety Enforcement (Copy available from the Corporate Manager Health and Environmental Services)
- b. Local Authority Circular 67/1 (Revision 3) (Copy available from Corporate Manager Health and Environmental Services)

**Contact Officer:** Dale Robinson Corporate Manager Health and Environmental Services  
Telephone 01954 713229  
Geoff Keerie Principal Environmental Health Officer  
Telephone 01954 713133