



Health & Safety Service Plan 2005-2006

Drawn up in accordance with HSC Section 18 Guidance

1.0 Service Aims and Objectives

1.1 Aim

The Council recognises that its Health and Safety enforcement function represents an important mechanism for reducing accidents and ill health in the workplace as well as contributing directly to economic success and a safe environment. The Council's aim is to ensure that all employees in the Local Authority enforced sector and the general public enjoy a working environment that is safe and without undue or unreasonable risk to health.

1.2 Our objectives include:

- to enforce the Health & Safety at Work etc. Act 1974 and the relevant statutory provisions under that Act, at premises within the Council's jurisdiction, having regard to the level of risk to workers.
- to take enforcement action according to a clear, published enforcement policy, based on the principles of proportionality in applying the law, consistency of approach, transparency in application of the law and targeting action based on risk and accountability.
- to promote the management of health, safety and welfare at work through education and advice (which form an integral part of the enforcement regime).

National and local performance indicators are set and those, which are statutory, are published each year in the Best Value Performance Plan (BVPP) and the local press.

There are no specific national performance indicators relating to health and safety enforcement.

2.0 Background

2.1 Profile of the Local Authority

The area served by SCDC is approximately 350 square miles, much of which is farmland given to primary production of food, mainly cereals and vegetables. Villages range from small rural settlements to suburban and new village settlements such as Bar Hill and Cambourne. There are no large towns within the district, the largest village currently having a population of 7,150.

2.2 There is increasing pressure from development, particularly research and high technology industries and new housing. The population of approximately 133,000 is rapidly expanding. New build and new villages will take the population to over 150,000 within 5 years. It is anticipated that the 102nd village of Cambourne currently under development will have a new population of 10,000 persons within 3 years.

2.3 With this projected growth it is anticipated that there will be an increase in the number of businesses in the District. This increase in business numbers has already started.

3.0 Premises Profile (as at 1st April 2005)

3.1 Breakdown by Category

A Category, number of high risk premises 15, Visit frequency not less than once per year.

B1 Category, Number of Intermediate risk premises 18, Visit frequency not less than once per 18 months.

B2 Category, Number of Intermediate medium risk premises 65, No Less than once per every two years.

B3 Category, Number of medium risk premises, 10, Use other intervention strategies but review rating after three years.

B4 Category, Number of medium risk premises, 10, Use other intervention strategies but review rating after five years.

C Category, low risk premises, Use other intervention strategies, for example questionnaire, and then 1% of the sample inspected.

3.2 Breakdown by Type of Business:

Retail Shops 265

Wholesale, warehouse etc. 101

Offices 265

Catering, restaurants and bars 450 approx

Hotels, camp sites etc 63

Residential care homes 51

Leisure and cultural 151

Consumer services 151

Other 36

TOTAL 1,533 approx

3.3 Data Base

It is appreciated that the database needs to be reviewed and updated. This work is to be pursued this year and it is believed that there are probably 3000 businesses in the district, for which we are the enforcing authority.

3.4 Demands on the Service

The local authority is required to provide a balanced programme of enforcement activity, providing the resources for a range of different types of activity, identified in HELA circular 67/1(rev3) (See Appendix 1) it is expected to focus on the priorities set by the Health and Safety Commission which in turn reflect the Revitalising Health and Safety (RHS) initiative of the Office of the Deputy Prime Minister.

The specialist health and safety officer has been given a nominal target for preventive inspections; these will focus on nationally identified Revitalising Health and Safety topics. The implications of this are reflected in the target and anticipated levels of enforcement activity.

Because of the additional training and time implications, stress has not been included as a priority area for this year's enforcement activity, even though it is a nationally identified priority. It is intended that this will be included in next years targeted enforcement activity, subject to appropriate training being completed.

The current workload will consist of:

3.4.1 Health and Safety Premises Inspections

These will be largely joint inspections of food premises by Food Safety Officers and topic based inspections of high risk premises by the specialist Health and Safety Enforcement Officer. Two Technical Officers will intermittently assist with this planned inspection programme.

3.4.2 New Business Enquiries and Inspections

All plans for new businesses and substantial alteration to existing businesses are submitted for comment. Advice is given and new businesses visited on opening to confirm compliance. New businesses will be subject to an overview inspection and inspection against the priority issues identified in section 4.4.1 below.

3.4.3 Health and Safety Complaints and Enquiries

Complaints may relate to poor working conditions, welfare issues, working hours and a wide range of technical matters. They can arise from employers, employees, union and safety representatives and members of the public.

3.4.4 Injuries and Dangerous Occurrences

It is proposed to draft a local procedure based on regionally agreed criteria and national guidelines for the selection and investigation of reported accidents and dangerous occurrences. They can range from minor injuries to fatalities

3.4.5 Licensing and Registration

Applications or representation for New Premises Licences, or variations to the licenses are sent to us for consultation. Application for temporary events that are for over 500 people are also sent to us for action. We can comment or object if necessary. Temporary events for fewer than 500 people may also be drawn to our attention for us to take and necessary action under Health and Safety Legislation. Registration of skin piercing business is also carried out.

3.4.6 Formal Notifications

The Council receives formal notifications from specialist engineers relating to lifting equipment, asbestos removal, pressure systems and location of cooling towers. Follow up work is often required in all of these areas to ensure safe working systems are in place.

3.4.7 Advice to businesses

The Council is fully committed to give advice to businesses to enable them to comply with their statutory duties. It can include one to one advice during inspections or other contacts, response to telephone calls and other requests as well as more formal campaigns and media activity.

Support is given, subject to available resources, to national initiatives such as European Health and Safety week.

As well as the pro-active work of inspecting the above premises the department last year dealt with the following:

2004/2005

Accident notifications 58

Complaints 28

New business enquiries 58

Delivered Four CIEH Foundation Certificate in Health and Safety course.
Two Foundation level courses in Risk Assessment and one Advance course in Risk Assessment

Enforcement Policy

There is a corporate Enforcement Policy, which has been endorsed by the cabinet in 2004. Copies will be available on the Councils website, and by request to members of the public.

The Council has endorsed the central and Local Government Enforcement Concordat and is committed to complying with recognised standards for good enforcement practice.

Enforcement activity is monitored for compliance with the policy as part of an in-house quality management scheme.

4.0 Resources

4.1 Staffing

The Officer with overall responsibility for Health and Safety Service delivery is Mr Dale Robinson, Chief EHO.

Officers with specialist responsibilities for Health and Safety: Mr J G.Keerie and supported by Mrs Carol Archibald, Team leader.

Officers undertaking Health and safety Enforcement duties are:

1 Health & Safety Enforcement Officer
3.5 EHO's (Food and Health and Safety Officers)
1 Technical Officer
1 Safety Officer
Associated Admin support.
This calculated at 2.6 full-time equivalent

4.2 The Underlying basis for the Inspection Programme

In broad terms the target is based on the following approach:

- The inspection rating system will provide the basis for prioritising premises for visits, taking into account other relevant criteria such as Revitalising Health and Safety (RHS) priorities. The rating system will not be used to directly determine the number or type of inspections to be undertaken – primarily available resource will determine this.
- Cat A - visit those due for inspection, focussing on identified RHS topics.
- Cat B non-food premises – these will only be considered for a visit if time permits and all Category A premises have been visited, visits will focus on the HSC priorities outlined below and those with the highest score when the elapsed year factor is applied.
- Cat B food premises – these will be subject to a combined inspection where a food inspection is to be carried out and a health and safety visit is also due.
- Cat C food premises – where a food inspection is to be carried out and a health and safety visit has not been undertaken within the last five years, conduct visit against our protocol.

A proportion of B's and C's falling due will be in food premises and require combined inspections. On the basis of past experience this is likely to be in the order of 100 to 150 of premises due for food inspection.

No programme of special visits has been set for the coming year; the proposed inspection plan targets specific issues identified by the Health and Safety Commission and by HELA.

4.3 Enforcement Initiatives based on HSC Priorities and Key Issues

It is intended to continue the move away from an approach to inspections, which simply chooses premises for inspection based on due date and score. There are a number of reasons for this:

- The inspection programme needs to incorporate issues and priorities identified by the HSC in its priorities for health and safety enforcement.
- The approach reflects changes in the HSE approach, with the emphasis being given to Revitalising Health and Safety Targets.
- Staff resources are insufficient to carry out an inspection programme based on the existing risk based programme. An approach that looks at priority areas will make better use of the available time, targeting those issues, which contribute most to achieving improvements in health and safety in the workplace.
- It will provide some flexibility towards enforcement activities. The single specialist Health and safety Enforcement Officer will primarily be involved with response work.

4.4 Allocation of Enforcement Tasks

4.4.1 Specialist Health and Safety Inspector

During proactive inspections the Specialist Health and Safety Enforcement Officer will focus attention on the following priority topics identified by the Health & Safety Commission - workplace transport, falls from height, musculoskeletal disorders, slips and trips, as these represent the largest (or fastest growing) causes of injury and ill health in the British economy and have been identified as key target areas to achieve the Governments Revitalising Health and Safety strategy. Separate guidance will be prepared for these visits.

Prioritisation for such visits will be given according to the Risk Category rating and secondly according to the likely relevance of the topics to the premises. Thus premises will be considered for inspection from Risk Category A, then B1 etc. All Category A premises will be visited, premises in lower risk premises will only be visited if it appears relevant to the identified topics.

It is likely that the majority of the specialist health and safety inspector's time will be involved in reactive enforcement in response to complaints and accidents. Thus, proactive "Revitalising Health and Safety" topic based inspections will only be carried out where time becomes available. When relevant to the initial reason for a visit, the specialist inspector will carry out topic-based inspections at premises that have to be visited for other reasons.

4.4.2 Environmental Health Officers

For EHO's carrying out combined inspections at food businesses, key issues to consider will include:

- "Priorities for Health & Safety in Catering"
- Welfare

- Slips and Trips
- Manual handling
- Cellar Safety
- Ventilation of kitchens
- COSHH

Inspections will normally be carried out against the aide memoir checklist prepared for food businesses, based on these nationally identified priorities.

Complaints relating to safety and welfare issues in food premises, other than warehouses and residential homes, will be passed to an EHO for initial investigation.

The Team Leader will normally take decisions on the delegation of work.

4.5 Reported Injuries and Dangerous Occurrences

Accidents/Incidents may be formally notified to the authority or received by way of a complaint. Accidents/Incidents will be selected for investigation in accordance with the RIDDOR guidance, having given due regard to available resources to carry out investigations and the seriousness of each. Accidents/Incidents, which fall within the discretionary category, for investigation, will generally only be selected where the incident relates to one of the following topics: Falls from heights; Transport; Slips and trips; Manual handling. Targets for reducing accidents at work by 2010 are set out in the Revitalising health and safety document.

4.6 Complaints and Requests for Service

Subject to the exercise of professional discretion, the following guidelines will apply to the handling of complaints and requests for service:

- Where the matter is outside the jurisdiction of the enforcement team, the enquirer or complainant will be advised accordingly and redirected to the appropriate body.
- Reported incidents will be dealt with in accordance with the Incident Selection Criteria, subject to the need to ensure that all incidents notifiable under RIDDOR are so notified.
- So far as possible, advice will be given by phone or by letter. Visits will only be carried out in the first instance where the matter appears to involve one of the following:
 - Public concern and a serious breach of health and safety requirements
 - Serious breach of health and safety requirements
 - A priority area {manual handling, slips and trips, falls from height, transport}
- Anonymous complaints will be recorded. Further action will only be taken at the discretion of the Team Leader or Principal Officer.

4.7 Inspector Development and Refresher Training

It will be necessary to allocate time for relevant staff to undergo training on the following matters:

- Enforcement Management Model implementation

- Topic based inspections – (Once sufficient experience has been gained in topic based inspections, this may be extended to Food Safety Officers if it appears reasonable to do so)
- Legislative Changes

It is intended to provide refresher training on inspection issues that reflect the HSC priorities.

4.8 Intra-authority Audit Programme for the Management of Health and Safety Enforcement

The Health and Safety Commission requires enforcing authorities to periodically undergo independent audit of their arrangements to carry out enforcement activities, and to prepare improvement plans taking into account the outcome of such audits. This authority has taken part in an intra-authority audit programme organised by the Cambridgeshire Health and Safety Liaison Group.

A review will be carried out of the management of health and safety enforcement, having regards to findings of this audit.

4.9 Data Base

No planned survey work is to be undertaken. The data base will be updated from the following sources:

- Notifications of new businesses made under health and safety and food safety legislation.
- Notifications received of applications for Planning or Building Regulation approvals, where there is evidence of a change of occupier or change of use.
- Changes in the use or occupation of premises identified in the course of routine visits on the district.
- Complaints and enquiries that indicate the existence of new businesses or a changed occupation or use.
- Business rating list.

4.10 Documentary Reviews

The following documents will be subject to review and revision if appropriate:

- Policy in respect of Enforcement of Health and Safety at Work
- Incident Selection Protocol
- Incident Investigation Protocol
- At least five of our current practise and procedure notes will be reviewed.

4.11 Joint Working

It is intended to explore areas of joint working to include, the National Care Standards Commission for Social Care (CSCI) Office for Standards in Education (OFSTED), Health and Safety Executive, (we now have an active budding system with them).

5.0 Performance Targets

- 5.1** Elements of BV166 include issues relating to Health and Safety enforcement. Other indicators and information relating to health and safety is collected and published by HELA annually. They produce

comparisons on six indicators, which can be used to judge performance against other authorities. They are:

- (1) Number of preventive inspections per 1000 premises
- (2) Number of improvement notices per 1000 visits
- (3) Number of immediate prohibition notices per 1000 visits
- (4) Number of information's laid per 1000 premises
- (5) Number of premises per full time equivalent staff
- (6) Percentage of convictions per information laid

In addition, the following local indicators are recorded:

- i - Response times to complaints/requests for service and percentage within target of 3 days (same working day as receipt or the next)
- ii – Response times for accident notifications are the same day.

6.0 Liaison

6.1 In order to ensure that its activities are consistent with other local authorities and the HSE, regular liaison meetings are held with Local Authorities from Cambridgeshire. HSE representatives attend these meetings.

6.2 Other bodies with which we consult/liaise include:
Cambridgeshire Liaison Group for Occupational Health & Safety
LACORS (Local Authority Coordinators of Regulatory Services)
Trading Standards
Chartered Institute of Environmental Health
CSCI, Health Protection Agency (HPA) Police and Fire and Rescue.

7.0 Quality Control and Review

7.1 A documented quality management system is in place, which includes:
Team Leader monitoring of correspondence
Reviews of documentation and computer records
Accompanied inspections/peer review
In service training
Inter-authority auditing
Benchmarking of performance
Regular team meetings

7.2 In addition staff take part in a structured staff development programme, which amongst other things identifies training needs.

7.3 The Department has reviewed and updated its enforcement policy in accordance with the format laid down in Section 18 guidance, the Enforcement Concordat, to which the Council is a signatory, and the Code for Crown Prosecutors. The policy will be available on the Council website. (www.scams.gov.uk)

8.0 Glossary

HSC = Health and Safety Commission (National body whose job is to protect everyone in Great Britain against risks to health or safety arising out of work activities; to conduct and sponsor research; promote training; provide an

information and advisory service; and submit proposals for new or revised regulations and approved codes of practice).

HSE = Health and Safety Executive (The enforcement arm of HSC, HSE's job is to help the Health and Safety Commission ensure that risks to people's health and safety from work activities are properly controlled).

EHO = Environmental Health Officer (Enforcement officer employed by Local Authority).

LAC = Local Authority Circular (advice/guidance from HSE/HELA).

FSO = Food and Health and Safety Officer (Specialist Enforcement Officer employed by Local Authority).

RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

RHS = Revitalising Health and Safety (The Revitalising Health and Safety strategy was launched jointly by the Government and Health and Safety Commission on 7 June 2000. This 10 year strategy seeks significant improvements in workplace health and safety by setting, for the first time, challenging targets aimed at reducing the incidence of work-related ill-health, the number of fatal and major injuries and working days lost caused by injuries and ill health).

HELA = Health and Safety Executive Local Authority Unit (A liaison body set up to ensure, amongst other things, consistent enforcement by both HSE and Local Authorities).

COSHH = Control of Substances Hazardous to Health Regulations.