

LICENSING AND SAFETY COMMITTEE
3 July 2008

HEALTH AND SAFETY LAW ENFORCEMENT PLAN 2008-2009
(Director of Environment, Culture and Communities)

1 INTRODUCTION

- 1.1 The Council is required by Section 18 of the Health and Safety at Work etc Act 1974, to ensure that national priorities and standards are delivered effectively and consistently at a local level.
- 1.2 A Health and Safety Law Enforcement Plan for 2008-2009 has been produced that reflects this requirement and identifies where and how resources are to be deployed in the current year. Also included as part of the Plan is last years outturn report.
- 1.3 The Committee are asked to consider the Plan as attached as appendix B in the document. Members will recall commenting on the draft Enforcement Plan at the Committee Meeting of 31 January 2008. The purpose of this report is to finalise the plan prior to adoption.

2 RECOMMENDATIONS

2.1 That the Committee::

- (a) **notes the performance outturn report as set out in Appendix A, and**
- (b) **adopts the Health and Safety Law Enforcement Plan as set out in Appendix B for 2008-2009 noting the particular focus on topic inspections and the inspection strategies for high risk businesses to ensure our resources are appropriately targeted.**

3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 3.1 The Borough Solicitor is satisfied that the relevant legal provisions are contained within the body of the report.

Borough Treasurer

- 3.2 The Borough Treasurer is satisfied that no significant financial implications arise from this report.

Equalities Impact Assessment

- 3.3 The work plan targets premises according to need based on the history of risk and identified need. Where issues of equality may arise then special provision is made to help as may be necessary.

Strategic Risk Management Issues

- 3.4 The Council is liable to inspection to ensure compliance with section 18 of the Health and Safety at Work Act etc. 1974. This Plan sets out how the Council intends to comply with those obligations and in so doing so mitigate against the risk of an adverse inspection report followed by possible intervention and surcharge.

4 SUPPORTING INFORMATION

- 4.1 The Plan for Health and Safety Law Enforcement has been produced to set out the Council's plan for health and safety in line with direction from the Health and safety Commission. Appendix B shows the proposed work plan for 2008-2009.
- 4.2 Matters relating to overall management and delivery of health and safety management fall to the Health and Safety Commission. There are effectively two main delivery/regulatory arms to the Commission namely the Health and Safety Executive and the Local Authorities. Within Bracknell Forest, enforcement with premises is a largely a function of the Environmental Health. Trading Standards have a small role in relation to workplace product safety matters and the licensing officers have authority to do some inspection work in low risk premises.
- 4.3 The Borough currently has 2,153 local businesses where it has the statutory responsibility for Health and Safety at Work matters. Those premises are inspected according to a national risk rating system. Many of the Borough's premises are low risk and therefore are not subject to routine inspection. In such cases alternative strategies are used such as the use of self-assessment questionnaires, newsletters, mailshots and seminars. Such information enables the businesses to self help and call on guidance as and when required. The remaining premises are subject to a formal programme of inspection and Appendix 1 shows the breakdown for the current year based on the risk assessment.
- 4.4 At the meeting of 31 January 2008, comment was made about the potential relationship between the work of a member level group undertaken sometime in the past in relation to falls and the work undertaken by the officers. To date details of that work has not been found but if it is felt that it is unlikely to be relevant as this plan relates to workplace safety. It is believed that the focus of the member work might have been around the home; if so, such activity is outside the plan's scope.
- 4.5 As part of the Government drive to ease the burden of regulation on business and to revitalise health and safety in the Borough, the Council have signed a Statement of Intent with the Health and Safety Executive committing to working in closer partnership so as to further national, regional and local priorities. The Plan reflects that arrangement which is in line with national priorities. As a consequence a portfolio of joint working has been agreed with the HSE based around 'Fit3' which is "Fit for Work, Fit for Life, Fit for Tomorrow". This programme of targeted health and safety activity is detailed in Appendix A and involves partnership working with the Health and Safety Executive and local businesses to create "added value".
- 4.6 One of the major influences on the delivery of any plan is the availability of resources. Delivery of last years Plan was influenced by high staff turn over in the Environmental Health Section. In order to cope with the over riding priorities of the section some resource was redeployed to other service areas. Some additional inspection services were however brought in to cover health and safety inspections as these are more readily available skills to acquire from recruitment agencies.

- 4.7 The Council once approved is made public feedback invited. Any feedback received is then used to inform the plan for next year. The plan is published on the Borough's website and copies are sent to key locations in the Borough including the Council's libraries and town and parish council offices. No representations were made in relation to the previous plan during 2007-2008, or on the drafted plan made public in January.

Background Papers

1. HSC Strategy for Workplace Health and Safety in Great Britain to 2010 and Beyond – (Securing Health Together – SH2)
2. Health and Safety in Local Authority Enforced Sectors, Section 18. HSC Guidance to Local Authorities (09/01)
3. HELA Circular Number 67/1 (Rev 3) Advice to Local Authorities in Inspection Programmes and an Inspection Rating System (12/2000)
4. Health and Safety Law Enforcement Plan 2007-2008

Contact for further information

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HEALTH AND SAFETY ENFORCEMENT

2007 – 2008 OUTTURN

AND

ENFORCEMENT PLAN 2008-2009

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Bracknell Forest Council
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PART 1 - INTRODUCTION TO THE PLAN

This Plan sets out details of:

- the work we have completed in the previous year as this influences the way forward
- what we plan to do this year and
- how we intend to do it

Our key priorities when it comes to workplace safety are:

- protect people from unsafe working conditions and practices
- to work with and support local businesses to help them improve
- work towards reducing the incidents of accidents and work-related ill health
- encourage awareness of health and safety issues
- maintain a quality service

The Council is responsible for the health and safety of thousands of locally employed people and for the safety of the public who may as a result of their activity be harmed. The duty and powers of the Council are set out in the Health & Safety at Work etc Act 1974 and associated Regulations; this plan is produced as part of our responsibilities under Section 18 of the Act. The Council has responsibilities in respect of **2,153** premises in the Borough including offices, shops, warehouses, builder's merchants and services such as hairdressers as shown in the table below:

Type of Premises	Number of Premises
Retail shops	338
Wholesale shops, warehouses and fuel storage depots	39
Offices	446
Catering, restaurants and bars	226
Hotels, camp sites and other short stay accommodation	21
Residential care homes	48
Leisure and cultural services	97
Consumer services	936
Other premises	2
Total	2,153

Officers from the Environmental Health have the main responsibilities in relation to ensuring compliance with the provisions of the legislation. Licensing officers undertake some premises inspection where they are competent to do so but only in low risk premises. Trading Standards staff have a much more limited role related mainly to matters of the safety of new work related equipment. All officers are authorised to carry out work according to qualification and competence. The aim is to focus resources on the areas where research suggests we will have the greatest impact in terms of reducing work related injury and ill-health.

Our work is varied, for example during 2007/08 we:

- inspected 75 businesses and carried out 102 other related visits
- responded to 185 complaints and enquiries
- investigated 228 accidents notifications
- issued formal notifications on how businesses can comply to 47 businesses

This is further detailed in Appendix A.

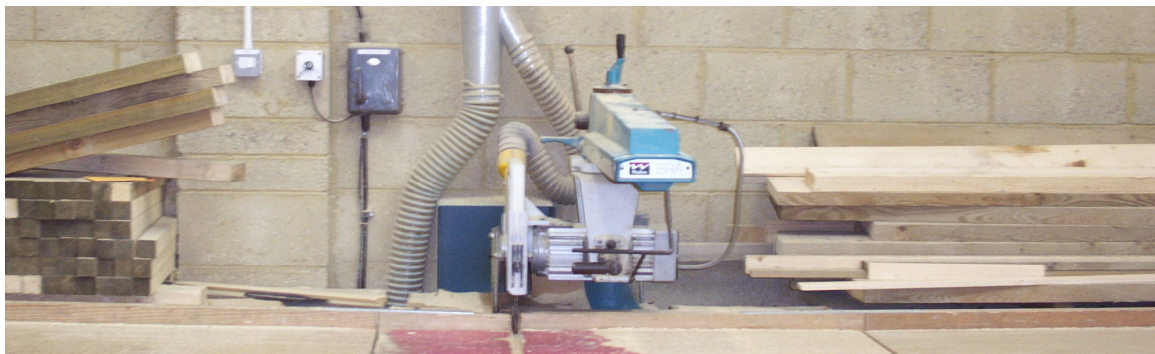
The national targets for Health and Safety identified by the Health and Safety Commission are to:

- reduce the number of working days lost per 100,000 workers from work-related injury by 30% by 2010
- reduce the incidents of fatal and major injury incidents by 10% by 2010
- reduce the incidents of cases of work-related ill health by 20% by 2010

The HSC strategic plan contains 8 priority topic programmes of which 5 are relevant to Local Authorities:

- **slips and trips**
- **falls from height**
- **workplace transport**
- **musculoskeletal disorders**
- **workplace stress**

Across the Environment and Public protection Division on average approximately 2.4 FTE's time is spent on health and safety matters.



In 2008/09 we plan to:

- inspect all high-risk businesses
- focus our work on priority topics identified by the HSE and carry out 99 topic-based inspections followed up by 50% revisits with the aim to achieve a 20% reduction in overall risk rating for each topic following intervention visits
- organise one major seminar to support businesses
- publish and distribute one specialist health and safety newsletter
- develop further our partnership working with the Health & Safety Executive with joint warranting

We will base this work on:

- inspecting premises on the basis of risk and priority topic
- respond to all enquiries and accident notifications within 2 days and in serious cases respond on the same day
- providing specialist advice, information and training to businesses
- consulting our customers and seeking feedback on the quality of our service

Table 1 shows targeted or programmed inspections for the higher risk premises: A, B1 and B2. The lower risk premises B3 and B4 will be subject to “alternative intervention strategies” rather than inspections. This will include postal questionnaires, seminars and the issue of specific publicity material.

	A	B1/B2	B3/B4
Targeted 2005/2006	9	32	51
Targeted 2006/2007	7	45	51
Targeted 2007/2008	5	48	58
Targeted 2008/2009	9	44	108

Where the premises are to be visited for other statutory inspection purposes, both visits will be combined to reduce the regulatory burden on business.

Audits of cooling towers will be carried out at 18 premises.

A further 117 topic inspections will be made to premises based on the suitability of Fit3 intervention. Details of these are attached in Appendix 1. Where the premises are to be visited for other statutory inspection purposes, both visits will be combined to reduce the regulatory burden on business.

It is expected that there will be some increase in the number of health and safety premises which are inspected over the year as some lower risk premises are likely to be brought back into the formal inspection process following complaints and accident investigations.

In addition there remains approximately 1,000 C-rated or unrated premises in the area. Although these are of insufficient risk to be included in the inspection cycle,

they have previously been targeted with questionnaires to check their status and awareness in relation to health and safety and will continue to be approached in that manner. All new premises will be brought into the inspection cycle based on the risks presented by their activities.

PART 2 – DELIVERING THE PLAN

Our Vision

The Health & Safety Enforcement Plan is designed to work within the Bracknell Forest Community Plan to help deliver the Council's priorities. The Council's vision is:

“To make Bracknell Forest a place where people can thrive: living, learning and working in a clean, safe and healthy environment”

The Corporate themes adopted by Bracknell Forest Borough Council (Community Plan) that encompass our health and safety work are contained within Corporate Theme Five to protect and improve public health in the Borough.

The Plan aims to ensure a graduated approach based on risk. It reaffirms our commitment to carry out our duties in an open, fair and consistent manner that promotes economic development.

We recognise that most businesses want to comply with the law; therefore we want to support and enable businesses to meet their legal duties without unnecessary expense. However, firm action, including prosecution, will be taken where appropriate.

This Health & Safety Law Enforcement Plan sets out the actions we are taking to promote health and safety for the benefit of residents, employees and businesses that operate in our Borough.

STRIVING FOR EXCELLENCE

Areas for Development

We are always striving to move the service forward. In order to achieve this, we set targets and identify areas for development during the coming year. **Appendix B** details targets from our Action Plan for 2008-2009 along with proposed timescales.

Staff Resourcing

Within the total Division there are a number of qualified and authorised officers. The main focus for the activity is within the Environmental Health, Commercial Tea. This team comprises of 5 officers and they who spend approximately 40% of their time on health and safety issues. The team will be back to full capacity in July for the first time in several months. Where there are shortfalls then bids are made to allow cover to bring in agency staff. Even in times of shortfall the Sections continue to monitor and cover for any critical needs.

Customer Feedback and Quality Monitoring

Procedures are in place to scrutinise all the work that is undertaken by the officers. Our quality monitoring includes detailed practice notes, checks on data entry and officer consistency. We have also been evaluating our performance by asking our customers to complete a 'Customer Satisfaction' survey following inspections. This is set to continue with a survey of business satisfaction with services.

We plan to continue to role out an in-house competency assessment for Officers in accordance with the criteria set out in the **Section 18 Guidance** issued by the **HSE Local Authority Enforcement Liaison Committee (HELA)**.



Benchmarking

An inter-authority audit of the health and safety enforcement service was carried out by Berkshire Health and Safety Liaison Group in November 2002 with an observer present from the HSE. The service scored 2 to 3, meaning that statutory requirements are frequently met and that guidance is often met fully.

We are members of the Berkshire Environmental Health Benchmarking Club which seeks to identify and develop good practice procedures to help enhance the quality and consistency of service provision.

Staff Development

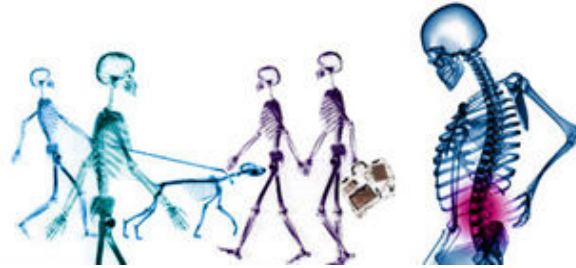
We aim to make full use of the skills that exist in the Sections and to develop those skills through updates, shadowed working and internal and external training. A record of continuous development is maintained for all officers. The following courses were attended during 2007-2008:

- Acetylene Cylinder Safety
- H&S Enforcement Management Model
- Fireworks Event Safety
- Dermatitis and Stress
- Builders Merchants – Fit3
- Project Management

Working in Partnership with Others

1 Health and Safety Executive

The Council has signed a 'Statement of Intent' as part of the Local Authorities and HSE Working Together Strategic Programme confirming the Council's commitment to working in closer partnership with the HSE to tackle national, regional and local priorities in a more effective and focused manner.



Fit for Work, Fit for Life, Fit for Tomorrow

Our activities for 2008/2009 (detailed in Appendix A) are planned around the HSE's '**Fit3**' – **Fit for Work, Fit for Life, Fit for Tomorrow**. This strategy complements and supports 'Revitalising Health and Safety'. Fit3 is a series of targeted interventions based on analysis of injury and ill health generated from known hazards at work. It aims to reduce injury and days lost from ill health and accidents.

The Shattered Lives campaign targets those most at risk of a slip, trip or fall at work with the aim to raise awareness of the risk and help those involved to take simple action that will prevent slips, trips and falls.



Slips, trips and falls at work shatter lives

2 Berkshire East Primary Care Trust

The Public Health Working Group, which is a partnership between the Primary Care Trust and Bracknell Forest Council, meets quarterly and has a core membership of key representatives from both organisations.

Berkshire East

Primary Care Trust

The Group aims to share information and develop joint working of in 5 topic areas in relation to schools, communities, primary care and the workplace as follows:

1. Tobacco
2. Physical Activity
3. Healthy Eating
4. Accidents
5. Stress

The work plan of the Group is developed considering the following:

- (a) Draft Obesity Prevention Strategy
- (b) Healthy Eating and Physical activity Strategy
- (c) Indicators of Health Need
- (d) School Obesity Data
- (e) Planning & Transport Policy
- (f) Alcohol Harm Reduction Strategy
- (g) Children and Young Peoples Plan

The drive is towards ensuring that links are made across departments and work plans at the right level, in order to ensure delivery of the Public Health Agenda in its widest sense and across all sectors of the community.



3 Smoke Free Bracknell Forest Partnership

A comprehensive ban on smoking in all enclosed public places and workplaces, including vehicles, came into effect on 1 July 2007.

Through the Smokefree Berkshire partnership we have continued to work with East Berkshire PCT, Slough Borough Council and the Royal Borough of Windsor and Maidenhead to raise awareness of smokefree legislation and smoking cessation services to companies in East Berkshire. Further detail of this work is detailed in Appendix A.

PART 3 – FURTHER INFORMATION

If you would like further information about the service that the Environment and Public Protection Division do in relation to Health and Safety or would like to speak to an officer for advice, please contact us:

Environment, Culture & Communities Department
Bracknell Forest Council
Time Square
Market Street
Bracknell RG12 1JD

Tel: 01344 352000

Fax: 01344 351141

Email: customer.services@bracknell-forest.gov.uk

Or look on our website at: www.bracknell-forest.gov.uk/environment.htm

Availability of Officers

Officers can be contacted through our Customer Service Centre which is open from 8.30 am to 5.00 pm Monday to Friday

USEFUL CONTACTS AND WEBSITES

www.hse.gov.uk - The Health and Safety Executive website, which has an enormous amount of invaluable information on health and safety. The local HSE office is at:

Priestley House
Priestley Road
Basingstoke
RG24 9NW
Tel: 01256 404000
Fax: 01256 404100

The HSE also has an 'Infoline' on 0845 345 0055

www.hse.gov.uk/la - The Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA) ensures that the health and safety legislation is enforced consistently.

www.riddor.gov.uk - for a full list of reportable major injuries, diseases and dangerous occurrences and when and how they must be reported.

www.berkshirehealthandsafety.co.uk - useful fact sheets on health and safety maintained by the Berkshire Health & Safety Liaison Group.

www.workplacehealthconnect.co.uk - free practical advice on workplace health and safety designed to help SMEs, that is Small and Medium Enterprises.

Advice line: 0845 609 6006

HEALTH & SAFETY ENFORCEMENT OUTTURN 2007/08

HOW DID WE PERFORM?

Our Health & Safety Law Enforcement Plan is reviewed on an annual basis this process provides the opportunity to record achievements and identify the key areas for improvement over the forthcoming year.

Inspections and other interventions

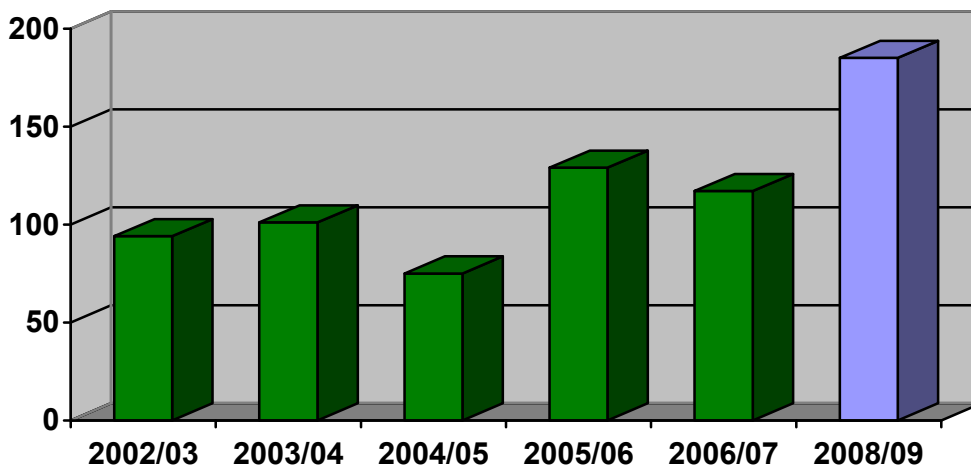
In 2007/08 officers carried out a total of 177 health and safety inspections and visits:

- 75 of these were programmed inspections and 61 of these were topic focused
- 53 were advisory visits
- 23 were revisit to follow up on issues of non-compliance
- The remaining visits were made in response to complaints from members of the public

Health and Safety Complaints and Enquiries

During the year there were 185 complaints as shown below, regarding working conditions and practices. We aim to respond to all such enquiries within 2 working days, but if it is judged that the situation is serious then our response will be the same day. Some examples of the complaints we have dealt with are:

- Poor working conditions including: lighting, seating, temperature
- Working practices
- Employment of young persons
- Fork lift truck operation
- Trip/slip hazards



Accident Investigation

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 place a legal duty on employers, the self-employed and those in control of premises to notify and report some work-related accidents, diseases and dangerous occurrences. Most notifications are reported to the national Incident Contact Centre (ICC) operated by the HSE. Notifications are then passed on to the relevant enforcement authority. Full details of what should be reported and the procedure are available on the ICC website at: www.riddor.gov.uk.

Our policy is to review all accident notifications and to investigate as appropriate. Our aims in undertaking independent investigations of accident notifications are:

- To prevent a recurrence of the accident by securing improvements in health and safety standards, including practices and procedures the assessment of the effectiveness of existing controls
- The identification of potential hazards and associated risks
- Provision of advice and information
- Appropriate enforcement action (proportionate to risk) to secure compliance with health and safety legislation where necessary

During 2007/2008 the officers investigated 238 notified accidents and dangerous occurrences. The majority of the accidents occurring in Bracknell were related to poor manual handling and slips and trips. However:

- 46 accidents resulted in a member of the public being taken to hospital.
- 86 accidents resulted in injuries to an employee requiring an absence from work of more than 3 days.

Smokefree Bracknell Forest

Officers worked hard to prepare all local employers about how to comply with smokefree legislation. This work also included taking on the needs to ensure that the Council was able to comply with the new laws as an employer and a building owner.



Mailshots, a smokefree newsletter and smokefree road shows were taken throughout the borough and used to inform and raise awareness amongst local businesses and the general public. There is extensive advice and information about the smokefree requirements on the Council's website at:

<http://www.bracknell-forest.gov.uk/smokefree>

Environmental Health, Licensing and Trading Standards staff worked together to achieve a consistent approach to enforcement of the smokefree legislation including underage sales and ensure that such work was in accordance with our enforcement policy.

The road shows were organised at prominent community venues around the borough. All businesses were contacted in advance of the road shows to advise that

officers would be on hand with PCT members to offer advice and information on compliance as well as information about smoking cessation services.

Prior to the legislation coming into force on 1 July 2007, approximately 518 visits were carried out to premises to advise what the changes in legislation would mean for the businesses involved. The main issues revolved around the need to display signage. Officers gave out appropriate signage to businesses free of charge. Most business welcomed the changes in legislation and were keen to comply. The types of business mostly affected were those in the leisure sector, eg: cafés and bars. Advice was offered on proposals for these venues to erect smoking shelters for use by patrons. This process continues to be part of the support for business through the involvement of environmental health in the planning process.

Compliance has remained high throughout the year with low levels of complaints, largely due to public demands and acceptance.



Asbestos

More people die from asbestos-related disease per year than are killed on the roads. Asbestos is raised as a matter of concern at every inspection. Employers are assessed on how they are complying with their duty of managing asbestos in buildings and advice is given on how to achieve compliance.



Slips Trips and Manual Handling

In the UK, nearly 11,000 workers suffered serious injury as a result of a slip or trip last year. One million people a year were affected by manual handling, including problems such as low back pain, joint injuries and repetitive strain injuries of various sorts.

Visits to 6 of the largest retail outlets in the borough were carried out in the run-up to the Christmas period in response to concerns relating to problems arising from overstocking. Premises were found to be relatively compliant and willing to comply where required.

Builders' Merchants

A Berkshire-wide joint initiative was launched in 2007 where builders' merchants were identified as one of the workplaces accounting for the highest numbers of injuries associated with injuries from slips and trips, manual handling and workplace transport.

Prior to conducting inspections, a press release prepared by the Berkshire Health and Safety Liaison Group, was publicised in the local media and copied to both the head office and local branches of all the relevant companies.

Improvements were secured by verbal advice, followed by informal letter and revisits in some cases, in line with the Council's enforcement policy.

The areas subject to inspection included:

Slips, trips and falls: poor/damaged shop floor and yard surfaces, trailing cables, items of stock left on stairs and in aisles on shop floor, in warehouse and externally adjacent to stacks of bricks, blocks and timber etc.

Workplace transport: fork-lift trucks driven recklessly or overturning, employees or loads falling from vehicles and employees or customers struck by vehicles/unsatisfactory traffic routes.

Falls from height: access to racking, mezzanine levels, high level maintenance tasks, use of ladders and access cages on fork-lift trucks.

Manual handling: stock stored in inappropriate locations, awkward loads, stock which is too heavy for a single employee to lift, lack of provision or use of manual handling aids (trolleys etc).

This initiative was an opportunity for the Health and Safety Executive and local authority to work in partnership as the premises are 'dual inspected'. The premises are local authority enforced but most off-site deliveries come under the Health and Safety Executive's jurisdiction.

The high standard of compliance can be attributed to the commitment by business control health and safety risks at their premises. In addition, standards of compliance and controls implemented have greatly improved as a result of the ongoing continued advisory and enforcement work by the officers which has been welcomed and acknowledged by the respective businesses and individual branch managers.

Nurseries

A joint initiative was undertaken using Environmental Health and Trading Standards staff in relation to childminding businesses in the borough. This work was a follow up to work done in the previous year to look at the safety of equipment available for use in these premises.

The prime objective of the inspection programme was to make sure the nursery equipment and toys were safe to use; to raise awareness to nursery managers of equipment safety; and to provide reassurance to parents. Officers were looking for hazards including jagged, chewed or sharp edges on toys, or unsuitable toys - for

example with small or detachable parts - being available to small children. Other items such as high chairs, buggies, stair gates and outside play equipment were also examined for faults that might give concern for children's safety.

Following the inspections, each nursery was given a full report, including recommendations to remove present and prevent future hazards. Officers will revisit a limited number of nurseries in 2008/09 to verify that advice is being implemented within those establishments and that high levels of staff safety awareness continue.

Cooling Towers

Preliminary visits were made to premises where records indicated cooling towers to be in existence. A number of these had been decommissioned since the last visit and the visits were made to prepare for a full audit to take place in 2008/09. Duty holders were advised by letter of the forthcoming audit and asked to provide documentation in advance.

Enforcement Action

We have adopted a broad and comprehensive set of measures to protect consumers and promote health and safety, and we actively work with local business to achieve a balanced approach.

Any enforcement action taken by the officers is proportionate and in accordance with the Council's Enforcement Policy. A full copy of the policy can be found on our website: www.bracknell-forest.gov.uk.

The enforcement action taken in relation to health and safety for 2007/2008 and the two previous years is shown below:

ENFORCEMENT ACTION	2005/06	2006/07	2007/08
Informal improvement notices	57	68	47
Formal notices	4	5	4
Prosecutions	0	0	0
TOTAL	61	73	47

Variations from the Plan

Departures from the Health & Safety Enforcement Plan will be exceptional, capable of justification and be fully considered by the head of service before varying action is taken. Reasons for any departure will be fully documented. Monitoring procedures are in place to assist in evaluating the effectiveness of the services as a whole. Performance reports are presented as key performance indicators monthly and quarterly with comments where performance exceeds or fails to meet targets. This information will then be fed back into the development of other service plans.

HEALTH & SAFETY ENFORCEMENT PLAN 2008/09

Protecting Consumers		
Task	Outcome	By when
<i>To seek to improve the health and safety standards of workplaces in Bracknell Forest through effective enforcement methods.</i>	Inspection 188 businesses in Bracknell Forest where we are the enforcing authority for health and safety in accordance with risk aiming to complete 100% of identified high-risk premises and using alternative interventions for other business, where appropriate.	March 2009
<i>To develop, implement and maintain a Health and Safety Plan</i>	Provide encouragement, direction and support to local businesses in achieving higher levels of compliance and standards to enhance the wellbeing of Bracknell Forest residents and visitors. Plan to be achieved within existing resources.	March 2009
<i>Respond to and investigate workplace accidents and reports of poor working practices and conditions</i>	To ensure that effective investigations are carried out and to take prompt action to improve conditions and reduce likelihood of injury recurring. Examine local trends in accidents reports.	Ongoing
<i>In partnership with the Health & Safety Executive work towards reducing the number of accidents and ill health that occurs within Bracknell Forest by focusing on priority areas identified local, regional and national level.</i>	Adapting existing project plans that have been developed by the HSE for campaigns to: <ul style="list-style-type: none"> • Free up officer time from developing campaigns and allow more contact time with businesses • Low cost publicity and support material by use of nationally produced resources and publicity • Impact on the health of the community and the strength of the local economy by targeting areas of identified significant risk. (FIT3) 	Ongoing

<i>FIT3 Project Working – Focusing Resources</i>		
<i>Task</i>	<i>Outcome</i>	<i>By when</i>
<i>Ladders – to continue Height Awareness activity from 07/08</i>	To incorporate awareness raising at all relevant visits.	April 2008 onwards
<i>Slips and Trips – Watch Your Step in Care Homes¹</i>	34 residential care homes identified for initial visit; to raise awareness of hazards. Aim is to improve overall H&S score for premises by ensuring legal compliance and adopting best practice. Aim is to improve overall H&S score for 20% premises by ensuring legal compliances and adopting best practice	Completed
<i>Noise at Work in Pubs and Nightclubs¹</i>	Increase awareness of Regulations (potential for joint working with Licensing Team) at all premises; clubs and bars live and recorded music. Evaluation of impact in 10. Aim is to improve overall H&S score for 20% premises by ensuring legal compliances and adopting best practice.	July – August 2008
<i>Better Backs</i>	34 residential care homes identified for initial visits; to raise awareness of hazards. Aim is to improve overall H&S score for 20% premises by ensuring legal compliance and adopting best practice.	Completed
<i>Slips and Trips and Falls from Height in Food Retail</i>	Visits to food retail outlets 20 – where slips and trip, falls from height are of concern – secure improvements. Focus on areas of high accident reporting and lowest management controls. Aim is to improve overall H&S score for 20% premises by ensuring legal compliance and adopting best practice.	September – December 2008
<i>Slips and Trips in Hotels and Catering</i>	Visits to hotel and catering establishments 20. Aim is to improve overall H&S score for 20% premises by ensuring legal compliance and adopting best practice.	January – March 2009
<i>Disease Reduction – Dermatitis</i>	Aimed at industries where skin hazards are high risk. Raise awareness by written advice followed up by visits to 20 premises to implement simple controls.	April – November 2008

¹ Linked project

Cont		
Task	Outcome	By when
<i>Special Treatments</i>	Continue to provide specialist advice for the Licensing section and for businesses on new applications and renewals.	Ongoing
<i>Smoke-Free</i>	Continue to monitor for compliance at all premise visits and respond to complaints and enquiries.	Ongoing
<i>Stress Management</i>	Initial work to identify leaders implementing management standards for work-related stress. Identify and work with 5 local service industries to encourage adoption of methods to manage risk. Aim is to improve overall H&S score for 20% premises by ensuring legal compliance and adopting best practice.	May – March 2009
<i>Warehousing Activities</i>	Continue successful pre-Christmas blitz to areas of highest accident reporting. Visits to 8 retail warehouses.	December 2008
<i>Cooling Towers</i>	To audit all duty holders (18) with responsibility for cooling towers and evaporative condensers.	November 2008
<i>Asbestos – Duty to Manage</i>	Raise at all relevant visits third year of campaign. Likely to result in some enforcement to secure improvement.	Ongoing
<i>Caravan Sites</i>	Conduct full inspection of one caravan site to check compliance, health and safety aspects of model standards and licence conditions.	March 2009
<i>Fireworks</i>	To inspect 20 licensed premises to check compliance with storage and safe provisions.	December 2008
<i>Rising Establishments</i>	To inspect 4 premises for compliance with health and safety legislation and animal welfare provision	December 2008
<i>Taxi Inspections</i>	To conduct at least one joint enforcement agency inspection involving VOSA, Social Services, Customs and Excise and Thames Valley Police to check safety of licensed vehicles.	September 2008

Support for Local Businesses		
Task	Outcome	By when
<i>To facilitate the delivery of health and safety promotional events and material to reflect local needs and national priorities</i>	Organise one major workshop during the year Produce one H&S Newsletter for distribution to all Bracknell Forest businesses Prepare 2 H&S press releases Ensure that the full range of information and guidance on priority areas	Ongoing during year and completion by March 2009
<i>To provide support and advice to local businesses to help them improve their health and safety compliance</i>	Respond to requests for advice within 2 working days and provide full advice within 14 days Develop a new business advice pack	Ongoing
<i>To maintain up-to-date health and safety pages on the Council's website</i>	Provision of relevant accessible information and links to other key sites including Berkshire Health and Safety Website.	Ongoing
<i>To provide training in Risk Assessment (CIEH Accredited course)</i>	One low cost course aimed at small businesses in Risk Assessment (CIEH Accredited)	September 2008

Local Partnerships		
Task	Outcome	By when
<i>To support and participate in a joint warranting project with the HSE</i>	Work effectively together on agreed regional projects to provide a consistent and improved service	Ongoing during the year
<i>Develop links with local businesses to support local priority topics</i>	To form partnerships with a variety of organisations to help support the service aims 2 major partnerships (Panasonic and one other)	March 2009
<i>Maintain partnership with the Berkshire PCT and Smoke-Free Berkshire</i>	Ensure compliance with smoke-free legislation since July 07 Give businesses and individuals advice accordingly.	Ongoing

Performance Management		
Task	Outcome	By when
<i>To respond within agreed timetables for national performance data for HSE</i>	Full reports annually and in year returns submitted within time frames	As requested
<i>To maintain a quality service in accordance with Section 18 HSC</i>	Implementation of the agreed work plan, ensuring consistency of approach and maximised resources Continue to implement an in-house competency system for appointed officers Identification of staff training needs during appraisals Reviewed and up-to-date internal procedures	Ongoing
<i>Complete Quarterly Quality Performance Assessments</i>	Report on quality and consistency of the Commercial Team's work and review as necessary	Quarterly
<i>To undertake benchmarking with the other Berkshire Authorities via the Berkshire Health & Safety Liaison Group and Berkshire EH Managers Group</i>	Application of best practice, enabling the service to continually improve and identify areas suitable for collaborative working	Annually
<i>To periodically consult with stakeholders</i>	To seek stakeholders' views on the delivery of our health and safety service, to use the information to improve the service and to further identify local needs.	Ongoing