

LICENSING AND SAFETY COMMITTEE
1 FEBRUARY 2007

HEALTH AND SAFETY LAW ENFORCEMENT PLAN 2007-08
(Director of Environment and Leisure)

1 INTRODUCTION

- 1.1 The Council has responsibility for the enforcement of health and safety in private sector businesses in the Borough. Members will recall approving the Health and Safety Law Enforcement Plan 2006-2007 at the Committee meeting on 4 October 2006. The purpose of this report is to provide members with an opportunity to comment on the draft Health and Safety Enforcement Plan for 2007-2008 prior to the final version the Committee will receive later in the year. The Work Plan for Health and Safety Law Enforcement 2007-2008 (Appendix A) is in the process of being re-drafted and sets out a framework for the Council's plan for health and safety in line with direction from the HSC and the Health and Safety Executive (HSE).
- 1.2 The plan is required to comply with 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.

2 RECOMMENDATIONS

2.1 That DMT:

- (a) **notes the timescales for the production of the final Health and Safety Law Enforcement Plan 2007-2008; and**
- (b) **comments on the contents of the draft Enforcement Plan (Appendix A).**

3 SUPPORTING INFORMATION

- 3.1 The practice has been to bring a finished document to the Committee for adoption subject to any amendments. The Committee of 4 October 2006 queried the delay in reporting a statutory plan 6 months into the financial year. The delay is caused because of the need to check and verify data that is required to be returned to the Health and Safety Executive. This year to assist and prepare members for receipt of a final document later in the year the committee is being shown a draft Health and Safety Enforcement Plan. On completion after April the full plan will set out the work for 2007-2008 and be accompanied by information providing details of how we have performed in the current financial year.
- 3.2 A key theme of the work plan is to continue to develop targeted health and safety activity by working effectively in partnership with business and the Health and Safety Executive. This will be achieved by working to an agreed portfolio of joint working with the HSE based around 'Fit3' - "Fit for Work, Fit for Life, Fit for Tomorrow". This year's work plan as set out in Appendix A is in the process of being populated with targets and initiatives under 3 main headings which are: protecting consumers, support for local businesses and local partnerships.

- 3.3 As a reminder there are effectively two main regulatory arms, the Health and Safety Executive and the Local Authorities. Within Bracknell Forest enforcement is a function of the Environmental Health and Safety Section. At 1 April 2006 the Borough had 1,334 local businesses where it has the statutory responsibility to enforce the Health and Safety at Work etc Act 1974. This figure will be adjusted in the new financial year to account for the closure and start-up of new businesses.
- 3.4 Progress against the Plan is measured monthly and reported to Members in the Quarterly Operations Reports. As an update the contents of the Health and Safety Law Enforcement Plan for 2006-2007 approved by members on 4 October 2006 is on track for completion by 31 March 2007.
- 3.5 Consultation with stakeholders has been ongoing since the Committee approved the plan for 2006-2007. It has been published on the Borough Council's website and copies have been issued at key locations in the Borough including the Council's libraries and town and parish council offices. To date no representations have made in relation to the plan.

4 IMPACT ASSESSMENT

- 4.1 There are no direct consequences of the report for any group and no direct community safety implications.

5 STRATEGIC RISK MANAGEMENT ISSUES

- 5.1 The Plan assumes the full establishment of posts.

Background Papers

1. HELA Strategic Plan 2000-2004
2. HSC Strategy for Workplace Health and Safety in Great Britain to 2010 and Beyond – (Securing Health Together – SH2)
3. 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 2006-07

Contact for further information

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**HEALTH & SAFETY ENFORCEMENT PLAN
2007/08**

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>	Inspect 110 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 businesses	Mar 08
<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	Draft Action plan by Feb 07. Completed plan by Jul 07
<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 reported	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

FIT3 Project Working – Focusing Resources		
Task	Outcome	By when
Ladders – to continue Height Awareness activity from 06/07	Utilise national publicity to advise local businesses. 20 follow-up visits to assess planning of work and selection of equipment	May - Jun 07
Slips and Trips	10 organizations that provide contract cleaning services and ?? hotels Reinforce 'watch your step' message	Sep – Nov 07
Moving Goods Safely- focusing on supply chain distribution	20 focused visits with follow-up evaluation European H&S Week	Oct – Mar 08
Noise at Work(and Smoke Free) in Pubs and Night Clubs (County-wide)	Increase awareness of Regulations (potential for joint working with Licensing Team) 10 clubs and bars live and recorded music Evaluation of impact	TBC
Better Backs	All residential homes targeted with publicity and 15 visits follow-up evaluation Continue 2006 Better Backs work with one major employer	Jan – Feb 08
Builders Merchant (County-wide)	5 highest risk builders merchants	TBC
Tyre and exhaust involving peripatetic roadside work activities (County-wide)	All Tyre and Exhaust premises in Bracknell Forest (6)	TBC
Asbestos - Duty to Manage	Raise at all relevant visits (100) Second Year of campaign. Likely to result in some enforcement to secure improvement	Ongoing Publicity in Sep 07

Support for Local Businesses		
Task	Outcome	By when
<i>To facilitate the delivery of health & 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 3 H&S press releases Ensure that the full range of information and guidance on priority areas	Ongoing during year and completion by Mar 08
<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 Investigate suitability of Healthy Workplace Award to recognise achievement, encourage and support businesses	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	Ongoing
<i>To provide training in Risk Assessment (CIEH Accredited course)</i>	2 low cost courses aimed at small businesses in Risk Assessment (CIEH Accredited)	Sep 07 and Feb 08

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)	Mar 08
<i>In partnership with the Berkshire PCT and Smoke-Free Berkshire promote Smoke-Free Bracknell Forest</i>	Extend the Smoke-Free Bracknell pledge to all businesses ahead on the ban on smoking in public places in July 2007 Support and enforcement as agreed	Mar – end Jun Jul 07 onwards
<i>Development and implementation of a joint project with Trading Standards to support consumer safety.</i>	Effective intervention in an area where our safety roles complement each other.	By Mar 08

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 annual 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