

**APPENDIX A
HEALTH & SAFETY WORK PLAN 2012-13**

Protecting Consumers, Supporting Business			
Task	Outcome	Indicative Resource	By when
To seek to improve the health and safety standards of workplaces in Bracknell Forest through effective enforcement methods and by providing support and advice to local businesses to help them improve their health and safety compliance, using appropriate methods to ensure regulatory impact does not generate unnecessary burden.	Inspection of all A risk rated and relevant new businesses in Bracknell Forest where we are the enforcing authority for health and safety in accordance with HSE guidance. Inspection of all relevant B1 and B2 risk rated businesses in Bracknell Forest using alternative inspection techniques (questionnaires) Provision of advice and information for 20% of all relevant C risk rated businesses in Bracknell Forest, in accordance with HSE guidance.	Total 369 hours	50% - October 2012 Complete Fiscal year end
To develop, implement and maintain a Health and Safety Plan	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 detailed below.	Incorporated into other tasks	Fiscal year end
Improve health and safety standards within businesses that present an increased risk to employees and the public	To ensure that appropriate further contact is made where a business is identified as failing to meet requirements and putting employees and others at risk, including revisits, further advice and assistance, and formal action as appropriate	Total 190 hours	Fiscal year end
Respond to requests from businesses and the public to help improve health and safety compliance.	To ensure that an appropriate and effective response is provided for 100% of such contacts. Where significant risks are identified, to take prompt action to improve conditions and reduce likelihood of injury or ill-health occurring. Examine local trends and use as intelligence.	Total 300 hours	Fiscal year end
Respond to and investigate relevant reports of workplace accidents and ill-health.	To ensure that effective investigations are carried out for 100% of all relevant notifications and to take prompt action to improve conditions and reduce likelihood of injury or ill-health re-occurring. Examine local trends in accidents reports and use as intelligence.	Total 320 hours	Fiscal year end

Task	Outcome	Indicative Resource	By when
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.	Adapting existing project plans that have been developed by the HSE for campaigns to: <ul style="list-style-type: none"> • Free up officer time for developing one campaign 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. 	Incorporated into other tasks	Fiscal year end
To facilitate the delivery of health and safety to reflect local needs whilst ensuring regulatory impact does not generate unnecessary burden	Produce one health and safety newsletter for distribution to all Bracknell Forest businesses	20 hours	Fiscal year end
To maintain up-to-date health and safety pages on the Council's website	Provision of relevant accessible information and links to other key sites including Berkshire Health and Safety Website.	10 hours	Fiscal year end
To support and participate in a joint warranting project with the HSE	Work effectively together on agreed regional projects to provide a consistent and improved service	Incorporated into other tasks	Fiscal year end

Project Working – Focussing Resources			
National Topics	Comments and Outcome	Indicative Resource	By when
Liquid Petroleum Gas Inspection Campaign	Nationwide. Inspection of high risk commercial sites with underground LPG pipe work to ensure safety of employees and site visitors	Total 20 hours	Fiscal year end
Asbestos	Nationwide. Inspection of commercial premises that may contain asbestos materials to ensure risk to employees and visitors is minimised	Total 40 hours	Fiscal year end

Project Working – Focussing Resources (cont)			
Local Topics Based on National Data and Local Intelligence	Comments and Outcome	Indicative Resource	By when
Golf Courses (Non BFC)	Focus on local courses due to high risk grounds maintenance activities and a number of facilities in the area.	Total 45 hours	September to November 2012
<u>Catering Priority Areas</u> Deep Fat Fryers Gas Liquid Petroleum Gas in Mobile Caterers	To be carried out jointly as part of food hygiene inspections in order to minimise multiple regulatory visits to businesses.	Total 40 hours	September to November 2012
Special Treatments	To update existing byelaws to consolidate and reduce the burden on business. To update all existing registrations at no cost to business (28 premises and 82 personal) To process all new applicants and deal with all queries relating to these premises. Risk focused inspection for 30% of licensed premises with view to visit remainder in next 2 years.	Total 200 hours	Fiscal year end
Commercial Swimming Pools (Non BFC)	Focus on management of water quality and general safety standards – project will involve obtaining up-to-date Risk assessments and recent sampling results to ensure appropriate interpretation and actions	Total 30 hours	Fiscal year end
Attendance at safety advisory group	Attend monthly meetings and provide support and information for groups interested in holding events. Provide more detailed advice for specific higher risk events as requested	Total 34 hours	Fiscal year end
Fireworks	To inspect 28 licensed premises to check compliance with storage and safe provisions.	Total 56 hours	Fiscal year end

Performance Management			
Task	Outcome	Indicative Resource	By when
To respond within agreed timetables for performance data for HSE	Full reports bi-annually and in year returns submitted within time frames	Total 20 hours	Fiscal year end
To maintain a quality service in accordance with Section 18 HSE	Annual review (and update as necessary) of the S18 plan to demonstrate compliance with S18 Implementation of the agreed work plan, ensuring consistency of approach and maximised resources Continue to implement an in-house competency system for appointed officers Reviewed and up-to-date internal procedures Identification of staff training needs during appraisals, including: Regulators Development Needs Analysis tool (RDNA) Guidance for Regulators Information Point (GRIP) To ensure S18 compliance through consistency exercise training of officers.	Total 95 hours	Fiscal year end
Complete Monthly Performance Assessments (KPI's)	Report on quality and consistency of the Commercial Team's work and review as necessary	Total 5 hours	Fiscal year end
To undertake benchmarking with the other Berkshire Authorities via the Berkshire Health & Safety Liaison Group	Application of best practice, enabling the service to continually improve and identify areas suitable for collaborative working.	Total 12 hours	Ongoing
To maintain officer competence for Flexible Warranting with HSE	Staff training and experiential learning. Ensuring competence in basic health and safety skills	Incorporated into other tasks	Ongoing
To consult with stakeholders	To seek Business satisfaction levels by annual ongoing consultation and to use the information to improve the service and to further identify local needs.	Incorporated into other tasks	Ongoing
To maintain integrity of data held	To ensure accurate record of premises in the borough.	Total 10 hours	Ongoing
To respond to requests for information	To provide information and assistance for all received Freedom of Information and other relevant data holding requests.	Total 10 hours	Fiscal year end
		Total Resource: 1,826 hours	