

**TO: LICENSING AND SAFETY COMMITTEE
5 JULY 2012**

**HEALTH AND SAFETY LAW ENFORCEMENT PLAN 2012-13
Chief Officer: Environment and Public Protection**

1 PURPOSE OF REPORT

- 1.1 The Council has responsibility for the enforcement of health and safety in private sector businesses in the Borough.
- 1.2 This report sets out the basic framework within which a mandatory service is provided. It provides details of last year's performance (Annex A) and sets out the proposed work plan for 2012-2013 (Annex B). The work plan for 2012-2013 was seen by Members at Committee on 22 March 2012 and the suggested amendments have been incorporated. It is based on typical tasks undertaken during a 'typical' year and sets out the proposal for delivery in line with direction from the Health and Safety Executive (HSE). The Plan is required in order to comply with Section 18 of the Health and Safety at Work etc Act 1974. The objective is to ensure that national priorities and standards are delivered effectively and consistently at a local level.

2 RECOMMENDATION(S)

2.1 That the Committee notes

- i) the performance outturn report for 2011-12 as set out in Annex A
and**
- ii) the Health and Safety Law Enforcement Plan for 2012-13 set out in Annex B.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The Plan sets out how the Council will seek to work with businesses as they seek to comply with health and safety requirements in line with the direction from the HSE.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None. The production of an annual plan is a legal requirement.

5 SUPPORTING INFORMATION

- 5.1 When it comes to workplace safety there are effectively two main regulatory arms: the HSE and Local Authorities. Within Bracknell Forest enforcement is a function undertaken by staff within Regulatory Services from both Environmental Health and to a lesser degree Trading Standards. As at 1 April 2012 there were 1,549 local businesses where the Council has duty to regulate health and safety in the interests of staff and public welfare.
- 5.2 Progress against the Plan is monitored as an operational indicator and the Council's performance in relation to health and safety enforcement is reported bi-annually to the

Health and Safety Executive. The Executive has powers to intervene should there be a shortfall in performance.

- 5.3 As in previous years the Committee is asked to consider the Plan so they can assure themselves that key needs are being met. The placing of all Regulatory Services under a single manager will present opportunities in the coming year to improve resource allocation and provide for more effective enforcement and business support and advice. These will be established, evaluated and incorporated within the delivery phase of the plan.
- 5.4 A key theme of the Work Plan is to continue to develop targeted health and safety activity working in partnership with local business and the HSE. We will continue to seek to support self regulation by adopting and encouraging a common sense approach to health and safety. This year's Plan has been populated with targets and initiatives under 3 main headings i.e. (i) Protecting Consumers and Supporting Businesses, (ii) Project Working and (iii) Performance Management. The portfolio of work is based on national accident data combined with local intelligence to deal with areas of concern for businesses and the public. Visits to businesses will where appropriate encompass multiple regulatory functions in order to seek to minimise the burden to businesses. The work includes accident and complaint investigations as well as requests for advice from businesses.
- 5.5 From Annex A it can be seen that there were variations in data from year to year. The number of inspections carried out was similar to 2010/11, whilst there were significant drops in the number of complaints / enquiries and accidents that required further investigation. There was however a very significant increase in the number of enforcement actions taken by officers. Such actions do result in a disproportionate drain on officer time to achieve effective business compliance going forward. There was a particular increase in the number of 'informal improvement notices' issued from 191 to 274 (40%). These are issued when non-compliance is found and the business requires advice and assistance to move forward. An analysis of the inspections from last year shows that there were a large number of visits made to premises that had not been inspected previously or not been visited for a considerable period of time. Officers were therefore providing a much appreciated and needed advice and guidance role to assist businesses, and protect their workers and customers.
- 5.6 Of more concern were the increase in the issue of 'formal notices', those that require remedial works to be carried out within a specified period and the issue of 'Immediate Prohibition Notices' which, due to a risk of serious personal injury, require the stopping of a work action until specified corrective action has been taken. The reasons for these are very disparate, from the use of a thermal lance (used for burning of road markings) to flame meat, unguarded circular saw in a nursery to defective gas cookers in a restaurant and inadequate disinfection of equipment used for tattooing.
- 5.7 To put the volume of work associated with its delivery into context, we commit circa 1.5 FTEs to this function. In 2011/12, some 356 inspections were undertaken and a further 218 health and safety visits have been made for advisory or other enforcement purposes.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

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

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

Equalities Impact Assessment
6.3 The Plan will target premises based on the history of risk and identified need. Where issues of equality may arise provision is made to help as necessary. The activity is regulatory and the current plan for 2012-2013 is covered by the overarching document entitled Enforcement Policy 2012.

Strategic Risk Management Issues
6.4 The Council has to ensure compliance with section 18 of the Health and Safety at Work Act etc 1974. The Plan sets out how the Council intends to comply with those obligations and in so doing mitigates against the risk of adverse inspection report followed by intervention.

7 CONSULTATION

Principal Groups Consulted
7.1 The nature of the Plan is such that we seek feedback from stakeholders after its adoption. All feedback is taken into account and helps inform the Plan's future development.

Method of Consultation
7.2 The Plan will be published on the Council's website and issued to key locations in the Borough, including all the Council's Libraries and Town and Parish Council offices.

Representations Received
7.3 Not applicable.

Background Papers

HELA Strategic Plan 2000-2004
HSC Strategy for Workplace Health and Safety in Great Britain to 2010 and Beyond – (Securing Health Together – SH2)
Health and Safety in Local Authority Enforced Sectors, Section 18. HSC Guidance to Local Authorities (09/01)
HELA Circular Number 67/1 (Rev 3) Advice to Local Authorities in Inspection Programmes and an inspection rating system (12/2000)
Health and Safety Law Enforcement Plan 2011-12

Contact for further information

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Document Reference

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HEALTH & SAFETY ENFORCEMENT OUTTURN 2011/12

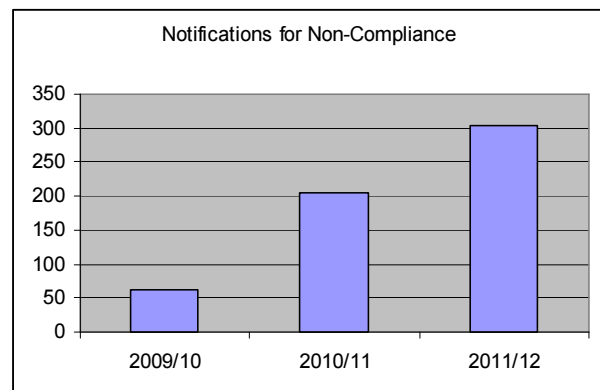
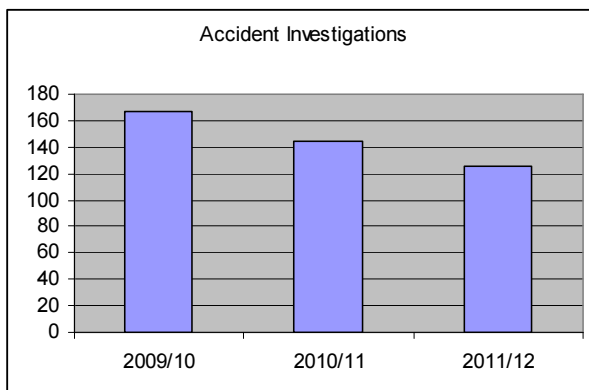
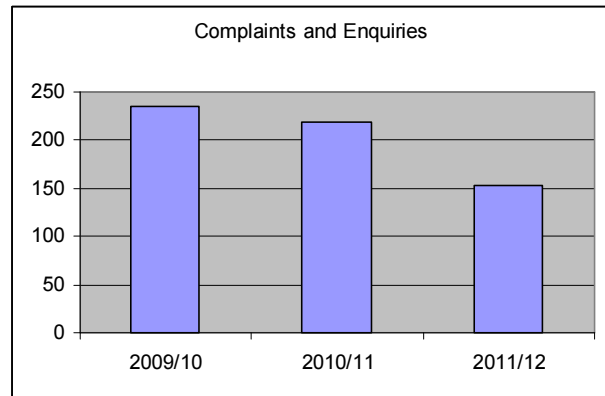
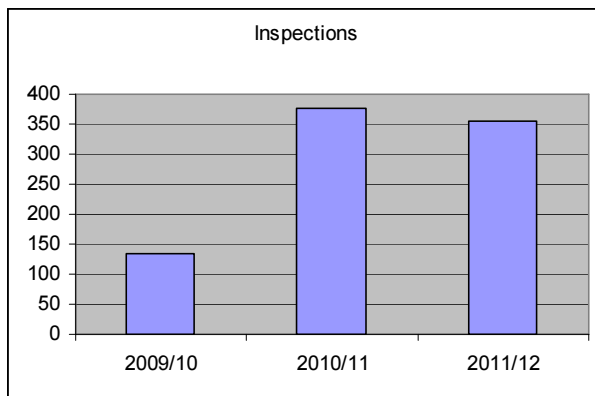
HOW DID WE PERFORM?

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.

During 2011/12 we:

- inspected **356** businesses and carried out **218** other related visits
- responded to **153** complaints and enquiries
- investigated **126** accident notifications
- issued formal notifications on how businesses can comply to **303** businesses, of which **28** were formal Notices

The charts below show how this compares with previous years.



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 recent years is shown below:

ENFORCEMENT ACTION	2007/08	2008/09	2009/10	2010/11	2011/12
Informal improvement notices	47	60	59	191	274
Formal notices	4	4	2	12	16
Prosecutions	0	0	0	1	0
Immediate Prohibition Notices	0	2	1	2	6
Simple Cautions	0	0	0	1	0
TOTAL	51	66	62	207	302



The changes in enforcement action seen are largely connected to database updating work that was undertaken, following which premises that were not previously inspected received an inspection for the first time. We found that such businesses had a higher proportion than usual not meeting legal requirements. This is because an inspection is used to provide advice and guidance to businesses in relation to how they may comply with legal requirements, and so for these businesses this was the first time we had visited to provide this guidance. It is anticipated that as we make contact with all such businesses, that this figure should again reduce.

Inspections and other interventions

In 2011/12 officers carried out a total of **574** health and safety inspections and visits:

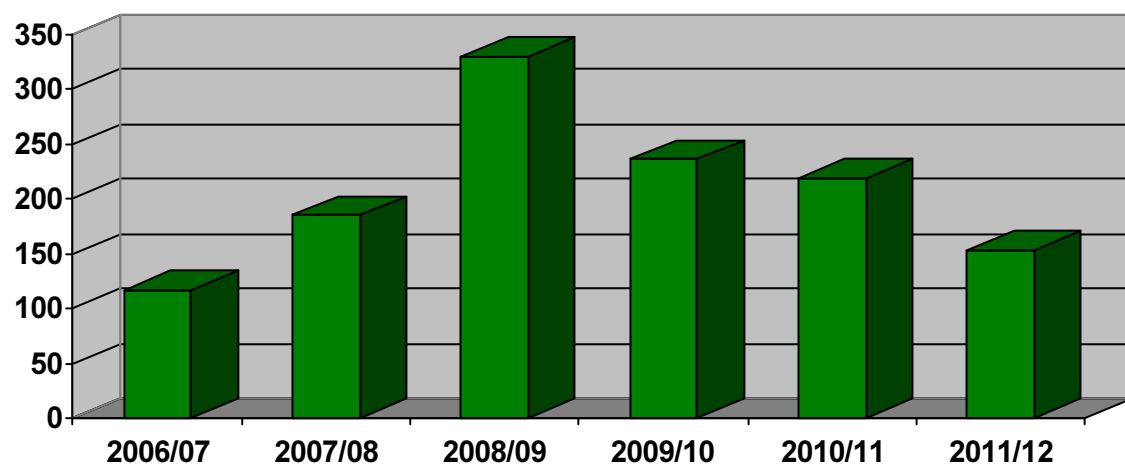
- **19** of these were programmed inspections and **337** were first visits to the business
- **11** were advisory visits
- **57** were revisits to follow up on issues of non-compliance
- **11** were visits in relation to accidents
- The remaining **139** visits were made up of both visits in response to complaints or enquiries from members of the public (**26**) and other visits such as where the visits identified the business as closed or not trading at that time (**113**)

Health and Safety Complaints and Enquiries



During the year there were **153** 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



Health and Safety Complaints

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, and 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 2011/12 the officers investigated **125** notified accidents and dangerous occurrences. The majority of the accidents occurring in Bracknell were related to poor manual handling and slips and trips. However:

- **57** accidents resulted in a member of the public being taken to hospital.
- **62** accidents resulted in injuries to an employee requiring an absence from work of more than 3 days.
- **4** major injuries
- **0** fatalities

When compared with data for the whole of Berkshire, none of the 4 fatalities occurred within Bracknell Forest, and only 4 out of the 137 major injuries. Whilst we had a more representative proportion of the accidents that involved members of the public going to hospital (57 out of 257) and accidents that resulted in an employee off work for over three days (62 out of 318), there is a very low level of the more serious accidents.

Smokefree Bracknell Forest

Officers continued to monitor and advise business on compliance with smokefree legislation at all inspections.



A total of 7 complaints and enquiries were received relating to smoking. All complaints were resolved informally without the need for enforcement action. There is extensive advice and information about the smokefree requirements on the Council's website at:

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

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. All notifications for work involving areas known to contain asbestos are investigated; there were 7 such notifications in 2011-12.



Swimming Pools



Swimming pools within the Borough were sampled to assess controls in place for controlling bacteria. This was a success, with no premises failing the tests undertaken. It also features as a major public health intervention in ensuring effective monitoring of controls to reduce the likelihood of poor bacterial levels. 10 premises were inspected and sampled.

Nail Bars



The emerging popularity of nail bars has raised a number of concerns in relation to chemical safety, competency of practitioners, safety of equipment and adequacy of ventilation. 17 premises in the Borough were inspected and problems identified were addressed, including some enforcement actions at 2 premises where this was necessary to ensure compliance.

Sunbeds



This was a Berkshire wide project which aimed at establishing awareness amongst 9 premises of the irradiance issues and increase awareness by offering advice. The project also looked at the provision of health information to users and record keeping. The findings were varied and this has identified areas for potential future enforcement action.

Liquid Petroleum Gas



This emerged as a high risk nationwide priority which required visits to all known sites utilising bulk storage of LPG, to assess condition, risks and controls in place for underground LPG storage and pipe work. In order to prioritise work nationally, only those sites notified by the HSE are investigated, and for such notifications actions are taken to ensure they meet the legal standards. Last year one such notification was received.

Database Review



A review of the database continued to ensure that all Bracknell Forest Council enforced premises are subject to the health and safety programme. The review also continued to build on established informal information sharing opportunities with other teams within the Council to ensure that all new businesses are added to this programme regularly. The steps that were put in place last year have increased the number of premises from 1,350 to 1,549. This change represents that our data is more reflective of the actual premises within the Borough and is not an increase in businesses.

Variations from the Plan

Departures from the Health & Safety Enforcement Plan will inevitably occur due to the reactive nature of some of the areas of work (e.g. accidents and complaints). However, departures will be kept to a minimum, capable of justification and be fully considered by the Head of Service before varying action is taken. 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.

Staff Development 2011-12

Each officer is responsible for keeping a record of training undertaken and maintaining their own Continued Professional Development (CPD) records. However following the appraisal process the following courses were attended during 2011-12:

- Gas Safety in the Catering Industry
- Beauty Sector
- Open 'petting' farms
- Laser safety
- Accident investigation

The courses have enabled officers to further develop their knowledge and understanding in these areas and have assisted in identifying and tackling specific issues identified. For example, officers were able to provide detailed guidance to a local business that uses lasers for cosmetic purposes, and a local 'open-farm'. Greater awareness of gas safety issues in catering has enabled identification of some issues, which have led to enforcement action where those risks were significant. Such actions have secured the safety of both employees and customers.

**HEALTH AND SAFETY ENFORCEMENT
PLAN 2012-2013**

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PART 1 - INTRODUCTION TO THE PLAN

This Plan sets out details of:

- what we plan to do this year and
- how we intend to do it,

Our key priorities when it comes to workplace safety are to work with business to:

- Provide advice and information to Bracknell Forest businesses and residents
- Inspect businesses on the basis of risk, reducing the burden on compliant businesses whilst targeting those that seek to gain an advantage from non-compliance
- Investigate complaints and listen and respond to concerns
- Investigate accidents, giving priority to those involving major injury, death in the workplace or significant deficiencies
- Consult our customers upon the quality of our service and key issues
- Work in partnership with others to improve our outcomes for Bracknell Forest; for example The Health & Safety Executive (HSE), the Berkshire East Primary Care Trust (PCT) and the Royal Berkshire Fire and Rescue Service.

Bracknell Forest Council is responsible for protecting the health, safety and welfare of employees and members of the public who may as a result of business activity be harmed.



We achieve this by targeting projects, inspections, seminars and media campaigns to help reduce accidents and ill health in the work place and to protect others from risks.

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. Section 18 of the Health and Safety at Work etc Act 1974 (HSWA) puts a duty on the HSE and Local Authorities to make adequate arrangements for enforcement, including details such as service planning, the officer capacity required to enforce in the Borough and the competency of those officers. Where needed, resources are redeployed within the overall service to ensure continued priority is given to greatest need. Staff performance and training needs are constantly evaluated.

The Council has responsibilities in respect of **1,549** premises in the Borough including offices, shops, warehouses, builders' merchants and services such as hairdressers as shown in the table below:

Type of Premises	Number of Premises
Retail shops	390
Wholesale shops, warehouses and fuel storage depots	43
Offices	510
Catering, restaurants and bars	257
Hotels, camp sites and other short stay accommodation	20
Residential care homes	22
Leisure and cultural services	100
Consumer services	195
Other premises	12
Total	1,549

National Picture for health and safety

Lord Young's 2010 report on the review of health and safety, Common Sense - Common Safety, recommends improving the way health and safety is applied and tackling the compensation culture. It highlights the role that the HSE and Local Authorities have in promoting a common sense approach to health and safety, and suggests how to ensure that businesses and voluntary organisations can operate in a way where health and safety is applied in a proportionate manner.

Procedures have been in place since the 2005 'Hampton report' whereby we seek to reduce the burden on business through unnecessary regulation and to work towards improving the vision of a regulatory system that is based around risk and proportionality.

The Regulatory Enforcement and Sanctions Act 2008 introduced the Primary Authority Principle, placing a particular responsibility upon Local Authorities to provide information, advice and support to local businesses that operate in more than one Local Authority area. We provide for such help and have already set up formal arrangements. We currently have no formal Primary Authority Partnerships for health and safety matters, but we will be working to develop this during the coming year.

The Better Regulation Executive (BRE) aims:

- to work with departments and regulators to simplify and modernise existing regulations, and
- to work with regulators (including Local Authorities) and departments to change attitudes and approaches to regulation to become more risk-based.

The inspection of businesses in Bracknell Forest is already based upon risk as we carry out inspections in line with the national targets set by HSE.

Roles

Officers within the Environmental Health function deal with the main aspects of workplace safety related matters and undertake programmed risk based inspections, reactive inspections, investigating reports of accidents/ill-health under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). They also provide educational and

promotional materials and information to raise the public profile of workplace health and safety, and coordination of enforcement activities within the Berkshire area.

The team also has responsibility for enforcement of the smoke-free legislation, food safety, waste, drainage, nuisance, infection control and licensing of special treatments. Trading Standards staff has a limited role related mainly to matters of the safe storage and sale of fireworks.

All officers are authorised to carry out work according to qualification and competence. The aim is to focus resources on the areas where research and intelligence suggests we will have the greatest impact in terms of reducing work-related injury and ill health.

Across the Environment and Public Protection Division on average approximately 1.5 FTE's time is spent on health and safety matters a year. During 2011/12 the Commercial Team Manager was absent due to maternity leave and the Senior Environmental Health Officer within the team acted up as manager.

Sensible Risk Management



A key component to Bracknell Forest Council's health and safety duties is promoting the principles of sensible risk management including:

- ensuring that workers and citizens are properly protected
- providing overall benefit to society by balancing benefits and risks, with a focus on controlling real risks – both those which arise more often and those with serious consequences
- ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action

Promoting sensible risk management is not:

- creating a totally risk-free society;
- generating unnecessary paperwork mountains;
- scaring people by exaggerating or publicising trivial risks;
- stopping important recreational and learning activities for individuals where the risks are managed;

Benefits of sensible risk management

- Focuses attention towards the real risks, meaning valuable resources are not wasted on the trivial.
- Reduced burdens on those we regulate, meaning that we become a better regulator.
- Building our organisation's credibility.

Risk management is about practical steps to protect people from real harm and suffering – not bureaucratic back covering.



As part of this we support the efforts by the Health and Safety Executive to tackle the problem of health and safety myths which are undermining important health and safety messages. Often such myths result in an unnecessary burden on business in the mistaken believe that “it’s what is required.”

Some examples of myths which received attention are:

- “HSE bans traditional school ties”
- “If you run an office-based business you need a health and safety consultant”
- “There’s nothing you can do about slips and trips and they don’t really hurt anyone anyway”
- “Health and safety bans bunting”



HSE encourages people to use common sense about their attitudes to risk. At every visit or intervention with a business, we offer advice setting out the sensible and proportionate steps to be taken to deal with workplace risks properly.

For the past number of years, we have moved the emphasis from full inspections of premises purely on a risk based inspection programme to participation in national campaigns tailored to target local and regional priority topics. Full inspections are now restricted to those premises where activities represent the highest risk (as determined by officers following national guidance after inspection) and in accordance with the Hampton Review. Therefore regular full inspections are carried out only of our A category premises with alternative interventions for lower risk premises, combined with targeting projects of local or national relevance.

Our priority topics are areas of work where intelligence suggests that interventions are required to achieve a reduction in working days lost, fatal and major injuries and work related ill health. Based on statistics for injury data 2011/12 for Berkshire, there were **4** fatal injuries, **137** major injuries, **318** over 3 day injuries to employees and **257** injuries to members of the public. Some further detail on the type of accident is available, and for example of the **716** accidents in Berkshire accidents may involve:

Workplace transport	6
Slips and trips	240
Falls from height	68
Workplace violence	10

In 2012/13 we plan to:

- inspect all high-risk businesses
- focus our work on priority topics identified by the HSE and carry out **175** topic-based inspections
- publish and distribute one specialist health and safety newsletter
- develop further our partnership working with the Health & Safety Executive with joint warranting.

The table below shows targeted or programmed inspections for the highest risk premises, rated A. All lower risk premises will be subject to “alternative intervention strategies” rather than inspections. This will include postal questionnaires, project based visits and the issue of specific advice material.

Table 1

	A	B1/B2		Fit3		
Targeted 2009/2010	6	27		161		
Targeted 2010/2011	3	28		208		
	A	B1	B2	Topic Led	C rated	Unrated
Targeted 2011/2012	6	3	26	195	169	250
Targeted 2012/13	14	36	185	175	161	200

Where the premises are to be visited for other statutory inspection purposes, both visits will if possible be combined.

A further **175** topic led inspections will be made to premises based on the suitability of project intervention. These include catering premises in respect of gas safety and deep fat fryers; golf courses in relation to agricultural equipment and chemicals used; and special treatments such as tattooing and body piercing. Details of these are attached in Appendix B. In a typical year some low risk premises are likely to be brought back into the formal inspection process following complaints and accident investigations.

In addition there currently remain approximately **804** C-rated premises in the area. Although these are of insufficient risk to be included in the inspection cycle, 20% of these are targeted each year by sending health and safety advice and information, resulting in an additional **161** interventions. 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 and 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 all people can thrive: living, learning and working in a clean, safe and healthy environment”

The Medium Term Objectives 2012 - 2015 adopted by Bracknell Forest Borough Council that encompasses our health and safety work is contained within Priority Four: Create a Borough where people are, and feel safe. MTO 8: work with police and other partners to ensure Bracknell Forest remains a safe place.

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. We aim to ensure that employers minimise the risks of accident, injury and ill health to their employees and customers, and address employee welfare issues. This Health and 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.

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 “Business Satisfaction Survey” following inspections.

We annually undertake 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

In line with HELA guidance we are currently utilising tool kits developed to ensure the Local Authority can demonstrate compliance with the Section 18 Standard. Additionally we attend meetings with other Berkshire Authorities to help ensure consistency and joined-up project work wherever possible.

Staff Development

The Council aims to make full use of the skills that exist in the Teams and to develop those skills through updates, shadowed working and internal, external and cascade training. A record of continuous development is maintained for all officers. All staff are subject to a formal appraisal each year with interim review meetings. Part of this appraisal process is the development of a training needs analysis for staff. 'Continuing Professional Development' (CPD) training is provided for all staff to ensure that they maintain their level of competence. A list of training received by officers in the previous year was set out in the outturn report.

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. The Council has also signed a flexible warranting scheme with the HSE which broadens the authorisation of both HSE and Local Authority officers.

Our activities for 2012/2013 (detailed in Appendix B) are planned following consideration of the HSE's delivery portfolio which is 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.

2 Smoke Free Berkshire Alliance



**Berkshire East
Community Health Services**

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 will continue to work with NHS Berkshire East, 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.

PART 3 – FURTHER INFORMATION

If you would like further information about the service that the Environment and Public Protection Division does 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/healthandsafetyatworkinvestigation

Availability of Officers

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

www.hse.gov.uk/lau - 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.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 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.	<p>Inspection of all 14 A risk rated and relevant new businesses (an estimated 320) in Bracknell Forest where we are the enforcing authority for health and safety in accordance with HSE guidance.</p> <p>Inspection of all relevant 36 B1 and 185 B2 risk rated businesses in Bracknell Forest using alternative inspection techniques (questionnaires or project visits).</p> <p>Provision of advice and information for 20% (161) of all relevant C risk rated businesses in Bracknell Forest.</p>	Total 369 hours	<p>50% - October 2012</p> <p>Complete Fiscal year end</p>
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; an estimated 150 requests and 40 visits. 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 (estimated at 126) 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 as notified by the Health and Safety Executive; an estimated 5 sites	Total 20 hours	Fiscal year end
Asbestos	Nationwide. Inspection of 10 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 (such as chemical use, large maintenance equipment, etc.) at 6 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, an estimated 75 gas safety and 75 deep fat fryer visits, and 5 mobile vehicles.	Total 40 hours	September to November 2012
Special Treatments, such as tattooing, acupuncture, electrolysis and ear piercing	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 at 4 pools – 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 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	