

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

Protecting Consumers		
Task	Outcome	By when
<i>To seek to improve the health & 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 & safety in accordance with risk aiming to complete 100% of identified high-risk premises and using alternative interventions for other businesses	March 2008
<i>To develop, implement and maintain a Health & Safety Plan</i>	Provide encouragement, direction and support to local businesses in achieving higher levels of compliance and standards to enhance the well being of Bracknell Forest residents and visitors. Plan to be achieved within existing resources	Draft Action plan by Feb 08 Completed plan by July 08
<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

<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 06/07</i>	Utilise national publicity to advise local businesses. 20 follow up visits to assess planning of work and selection of equipment.	June 2007 -onwards
<i>Slips and Trips</i>	10 organizations that provide contract cleaning services and 10 hotels. Re-enforce 'watch your step' message	Sep – Nov 2007
<i>Moving Goods Safely- focusing on supply chain distribution</i>	20 focused visits with follow up evaluation European H&S Week	October – March 08
<i>Noise at Work(and Smoke Free) in Pubs and Night Clubs (County-wide)</i>	Increase awareness of Regulations (potential for joint working with Licensing Team). 10 clubs and bars live and recorded music. Evaluation of impact.	July-August 2007
<i>Better Backs</i>	All residential homes targeted with publicity and 15 visits follow up evaluation Continue 2006 Better Backs work with one major employer	Jan – Feb 2008
<i>Builders Merchant (County-wide)</i>	5 highest risk builders merchants	May –June 2007
<i>Tyre and exhaust involving peripatetic roadside work activities (County –wide)</i>	All Tyre and Exhaust premises in Bracknell Forest (6)	September – November 2007
<i>Asbestos- Duty to Manage</i>	Raise at all relevant visits (100) Second Year of campaign. Likely to result in some enforcement to secure improvement.	Ongoing Publicity in Sept 2007

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 March 2008
<i>To provide support and advice to local businesses to help them improve their health & 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 recognize achievement, encourage and support businesses	On-going
<i>To maintain up to date health & safety pages on the Council's web site</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)	Sept 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)	March 2008
<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	March – end June July 2008 onwards

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	On-going
<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 stakeholder's views on the delivery of our health & safety service, to use the information to improve the service and to further identify local needs.	Ongoing