

**TO: LICENSING AND SAFETY COMMITTEE
1 MAY 2013**

**HEALTH AND SAFETY LAW ENFORCEMENT PLAN 2013-14
(Chief Officer: Environment and Public Protection)**

1 PURPOSE OF REPORT

- 1.1 The Council has responsibility for ensuring the health and safety of most of the working population of this Borough.
- 1.2 This report sets out the basic framework within which the Council seeks to enable businesses to comply with their obligations. It sets out the typical tasks undertaken during a 'typical' year. The Work Plan (Annex A) sets out the proposal for delivery. The Plan is required in order to comply with Section 18 of the Health and Safety at Work etc Act 1974 and the objective is to ensure that national and local priorities and standards are achieved. A key priority for the officers is to try to ensure that businesses apply appropriate and proportionate measures to the need in hand.

2 RECOMMENDATION(S)

2.1 That the Committee

- (a) Notes the timescales for the production of the final Health and Safety Law Enforcement Plan 2013-2014 and**
(b) Comments on the contents of the draft Work Plan (Annex A).

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 and legislation.

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 Health and Safety Executive (HSE) and the Local Authorities. Within Bracknell Forest enforcement is a function of Regulatory Services. As at 1 April 2013, there are 1,567 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 the Council not perform its duties at a satisfactory level.
- 5.3 Certain actions within a work place can pose an immediate risk to personal safety or may have the potential for longer term negative impacts upon the health of a person. This not only impacts upon an individual but also on society as a whole which may have to fund the treatment, care and support of the injured person. Delivery of effective health and safety within a work place therefore has a significant positive

Unrestricted

impact upon public health which as a function has from 1 April 2013 has become a Council function.

- 5.4 Regulation can pose a burden upon business and therefore not only must regulation be appropriate, proportionate and necessary, it must also be applied in a similar manner. In a difficult economic climate we need to encourage and assist business to grow and our actions should be focussed upon supporting growth. We look to direct our limited resources to those areas of greatest concern in terms of public health taking into account factors such as risk, consequence, and severity
- 5.5 Assessment of risk is therefore imperative when drawing up our work plan. Data on accidents within the work place is collected and such data assists in risk assessment and points us towards those matters which should be a priority for us. We will therefore be focussing our efforts this year upon those areas where the evidence is strongest that risks are posed to the Bracknell Forest community. We will work with our colleagues in Public Health to seek to exploit the new opportunities arising from the changes in order to try to improve the capture and analysis of workplace accident and sickness data from existing and new sources.
- 5.6 As in previous years the Committee are asked to consider the Plan so they can assure themselves that key needs are being met. 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. This year's Plan has been populated with targets and initiatives under 3 main headings ie (i) Protecting Consumers and Supporting Businesses, (ii) Project Working and (iii) Performance Management. The portfolio of work is based on accident data combined with local intelligence and direction from the HSE. Visits to businesses will where appropriate encompass multiple regulatory functions in order to seek to minimise the burden to businesses. The work includes reactive accident and complaint investigations as well as anticipated requests for advice from businesses.
- 5.7 Consultation with stakeholders is an ongoing process. We will publish our Plan on our website and provide copies at key locations in the Borough including the Council's libraries and Town and Parish Council offices. We invite feedback through out the year so as to inform the Work Plan for future years. We have had no feedback on last year's plan that needs to be taken into account.
- 5.8 To put the volume of work associated with its delivery into context, we commit circa 1.5 FTEs (Officers) to this function. In the current year to date, some 217 contacts have been undertaken and a further 283 health and safety visits have been made for advisory or other enforcement purposes. Further details of the work we conducted in 2012/13 will be provided to Committee at their meeting on 4 July 2013.

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 2013-2014 is covered by the overarching document entitled Enforcement Policy 2012 and Equalities Impact Assessment.

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 have consultation with 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

Consultation and proposals for a National Local Authority Enforcement Code.

HELA Circular Number 67/1 (Rev 3) Advice to Local Authorities in Inspection Programmes and an inspection rating system (12/2000)

Contact for further information

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