

Division: Environment and Public Protection  
 Section: Regulatory Services  
 Team: Health and Safety

National Priority	Council Priority	MTO	Regulatory Services Priority	Service Priority	Service Action	Outcome measure	Priority
<b>Protecting Consumers, Supporting Business</b>							
4	4	6,8 & 9	4	To maintain a comprehensive Health and Safety Law Enforcement Plan	To adopt annual Health and Safety Law Enforcement Plan	Adoption of plan by Committee	High
1	4		1 & 4	To work in partnership to reduce the number of accidents and incidents of ill health that occur within Bracknell Forest	Adapting existing project plans that have been developed by the HSE for campaigns to: <ul style="list-style-type: none"> <li>• Free up officer time from developing campaigns and allow more contact time with businesses</li> <li>• Low cost publicity and support material by use of nationally produced resources and publicity</li> <li>• Impact on the health of the community and the strength of the local economy by targeting areas of identified significant risk</li> </ul>	Incorporate into specific projects	High
4	4	6 & 8	4	To investigate accidents reports via RIDDOR or direct.	To ensure a common, proportionate, transparent and targeted approach for the selection and investigation of accidents and incidents, BFBC's selection criteria will be based on the HSE's HELA guidance LAC 22/13	Incidents allocated via worksheet generation in M3 to officers	High
1	4	6& 8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public	Ensure the full range of information and guidance on priority areas	Incorporate into specific projects	Medium

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				health outcomes through a programme of Intel led activities	Maintain up-to-date health and safety pages on the Council's website.		
1	4	6&8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Inspection of all high risk (A rated) premises. Offer support and advice to medium risk (B1 and B2 rated) premises where intelligence identifies concerns over levels of compliance - to be initiated and directed by use of alternative inspection techniques (questionnaires) Offer support and advice to new businesses and 20% of all relevant C risk rated businesses in Bracknell Forest, in accordance with HSE guidance.	Visits to 71 premises.	High
1	4	6&8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Respond to 100% requests from businesses and the public to help improve health and safety compliance. 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.	Respond to 100% requests from businesses and the public.	High
3	4	6 & 8	4	To reduce the number of accidents and incidents of ill health that occur within Bracknell Forest	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	Respond to 100% of all relevant accident notifications.	High

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					and use as intelligence.		
1	4	6&8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Attend SAG meetings and provide support and information for Event Organisers.	Attend monthly meetings and attend events where expected attendees >500	Medium
<b>Project Working – Focussing Resources</b>							
4	4	6&8	4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Liquid Petroleum Gas Inspection. 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;	Inspection of 5 sites	High
4	4	6&8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Asbestos. Ensure compliance in commercial premises that may contain asbestos materials to ensure risk to employees and visitors is minimised, by incorporating into routine inspections.	Attend removal works as appropriate.	High
4	4	6 & 8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Legionella Identify high risk sources and carry out visits to <b>16</b> duty holders.	Visit 16 premises - Potential sampling activities to be incorporated	High
4	4	6 & 8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public	Golf Courses Non BFC. Focus on courses due to high risk grounds maintenance work activities	Visit 5 venues.	Medium

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				health outcomes through a programme of Intel led activities			
4	4	6 & 8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Commercial and recreational Water activity sites including swimming pools to address 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	High
4	4	6 & 8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Disease Reduction – Dermatitis. Focused interventions at florists, hairdressers, motor vehicle repair operators. Aim: to raise awareness and implement simple controls with follow up implementation support.	Visit 10 premises	Medium
4	4	6 & 8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Nail Bars Following on from successful project focussing on nail bars to address issues of poor local ventilation	Inspection of 10 premises.	Medium
4	4	6 & 8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Laser Treatments. Risk focused initiative on area of increased commercial activity - visits to 2 premises to test compliance levels	Inspection of 2 premises	High
4	4	6 & 8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Noise at Work in Licensed Premises. Focus on noise levels affecting staff.	Joint working with EP + Licensing teams.	Medium

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4	4	6 & 8	1 & 4	To assist businesses to improve Health and Safety compliance levels and deliver improved public health outcomes through a programme of Intel led activities	Gas Ventilation To be carried out jointly as part of food hygiene inspections in order to minimise multiple regulatory visits to businesses, with the use of a carbon monoxide monitor. Premises without an operational safety interlock to be targeted	75 gas safety and 50 ventilation visits, ensuring compliance	High
<b>Performance Management</b>							
	4	6 & 8	4	To maintain a quality service in accordance with Section 18 HSWA	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. Review 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.	Monthly monitoring of targets.	High

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1	4	6&8	4	Continue to improve our service by managing our performance and comparing ourselves against others	Apply best practice, enabling the service to continually improve and identify areas suitable for collaborative working.	Systems in place	Medium
1	4	6&8	4	To maintain officer competence for Flexible Warranting with HSE	Staff training and experiential learning. Ensuring competence in basic health and safety skills	Systems in place	High