

**HEALTH AND SAFETY ENFORCEMENT
PLAN 2013-2014**

(inc 2012 – 2013 OUTTURN)

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PART 1 – THE PLAN FOR 2013 - 2014

Introduction

Bracknell Forest Council is responsible for protecting the health, safety and welfare of employees and members of the public who may be harmed as a result of work activities. This duty is shared with the Health and Safety Executive (HSE) depending on the type of work premises and the powers of both bodies is detailed in the Health & Safety at Work etc Act 1974 and associated Regulations.

This plan is produced as part of these responsibilities under Section 18 of this Act, in which Section 18 places a duty on the Health and Safety Executive (HSE) and Local Authorities (LAs) 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.

The HSE recently produced new guidance for LAs under Section 18 of the 1974 Act; the 'National Local Authority Enforcement Code'. This new code aims to simplify the requirements placed on LAs and also identifies high risk sectors that should become the focus of our activities. The code focuses on undertaking full inspections only where the risk is very high, within ones of the identified sectors, or other intelligence suggests a full inspection is necessary. As this was only published in late May we are currently determining the full impact of these new requirements.

Bracknell Forest Council Context

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 health and safety work that we do primarily falls within the scope of Priorities Four (Create a Borough where people are, and feel, safe) and Five (Sustain economic prosperity). More specifically Medium Term Objectives eight (Work with police and other partners to ensure Bracknell Forest remains a safe place) and nine (Sustain the economic prosperity of the Borough) provide the main focus for our work. The plan itself provides a golden thread for each service priority identified, to enable it to be traced directly up to our Vision.

Moreover, the plan additionally directly links the health and safety service areas with the identified Regulatory Service Priorities¹.

With the incorporation of Public Health into Bracknell Forest Council's remit, key projects, such as Legionella control, provide vital links with this new area of work. We are working with our Public Health colleagues to ensure that such synergies are explored fully with the aim of maximising our collective impact.

We additionally aim to work with external partners where relevant and productive. Bracknell Forest Council have signed a 'Statement of Intent' as part of the Local Authorities and HSE Working Together Strategic Programme confirming our commitment to working in closer partnership with the HSE to tackle national, regional and local priorities in a more effective and focused manner.

¹ Details of the Regulatory Service Priorities is provided on page 12

The National Context

Since Lord Young's 2010 report (Common Sense - Common Safety) there has been an increased focus on promoting a common sense approach to health and safety. In combination with the 'Hampton' report in 2005, there is a strong and supported focus to ensure that all health and safety enforcement work is undertaken in a proportionate manner to tackle risk, whilst reducing the burden on business wherever possible. These aims are not at odds with Bracknell Forest Councils own vision, priorities and objectives.

Supporting this national direction, the concept of Primary Authority was formalised under the Regulatory Enforcement and Sanctions Act 2008. Under this legally recognised scheme (overseen by the Better Regulation Delivery Office), any business operating across more than one Local Authority can form a formal partnership, effectively forming a focus for consistent advice. Whilst Bracknell Forest Council acts as Primary Authority for a number of businesses, at the present time none of these relate to health and safety matters, although we will be working to develop this during the coming year. All of our health and safety work is however mindful of this scheme, and any relevant businesses within a partnership.

The Better Regulation Delivery Office (BRDO) has additionally developed national Priority Regulatory Outcomes², which provide a focus point for all of our regulatory work, including health and safety. The health and safety plan directly links the health and safety service areas with these Priority Outcomes.

Our Health and Safety Focus

Being mindful of the above identified priorities and requirements, we strive to provide a health and safety enforcement function that is driven by the concept of **sensible risk management**. In practice this means:

- Focusing attention towards the real risks, meaning valuable resources are not wasted on the trivial whilst ensuring that workers and the public are properly protected.
- Reducing burdens on those we regulate, meaning that we become a better regulator.
- Building our organisation's credibility, providing credible and proportionate advice, whilst ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to proportionally robust enforcement action.



It is also important to recognise what is not included in our approach to sensible risk management, as it is neither possible nor desirable to try and create a totally risk-free society. For example, we do not restrict important recreational and learning activities for individuals where the risks are managed.

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

² The BDRO Priority Regulatory Outcomes are detailed on page 12

The Specifics for Health and Safety within Bracknell Forest Borough

Bracknell Forest Council has responsibilities in respect of **1457** 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	394
Wholesale shops, warehouses and fuel storage depots	40
Offices	402
Catering, restaurants and bars	237
Hotels, camp sites and other short stay accommodation	22
Residential care homes	31
Leisure and cultural services	112
Consumer services	208
Other premises	11
Total	1457

Commercial Team Officers within the Regulatory Services Section 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. Licensing officers undertake some premises inspections according to their skill set in low risk premises and Trading Standards staff have a role related mainly to matters of the safe storage and sale of fireworks and petroleum. We are always striving to move the service forward and look for more efficient and effective delivery methods, including minimising the overall number of visits to business by different officers where possible.

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 Regulatory Services Section on average approximately **1.5 FTE's** time is spent on health and safety matters a year.

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 additionally annually undertake an in-house competency assessment for Officers in accordance with Section 18 Guidance issued by the HSE Local Authority Enforcement Liaison Committee (HELA).

We aim to make full use of the skills that exist in the Section as a whole and develop those skills through updates, shadowed working and internal, external and cascade training. A record of continuous development is maintained for all officers and 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 is set out in the outturn report. We additionally work with our neighbours within Berkshire to help ensure consistency across geographical boundaries, including benchmarking and attending meetings with other

Berkshire Authorities to help ensure consistency and joined-up project work wherever possible.



Over recent 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 restricted to those premises where activities represent the highest risk (as determined by officers following national guidance after inspection) and 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. The newly published Section 18 guidance from the HSE (National Local Authority Enforcement Code) additionally identifies a number of high risk sectors that should be prioritised for inspection.

Our Health and Safety Plan

This plan aims to ensure a graduated approach based on risk. It reaffirms our commitment to carry out our duties in a proportionate, open, fair and consistent manner that promotes economic development (in accordance with MTO 9). 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 raised
- Investigate accidents, giving priority to those involving major injury or death in the workplace
- 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, Public Health England and the Royal Berkshire Fire Service

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.

Our activities for 2013/2014 (beginning on page 7) 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. In summary in 2013/14 we plan to:

- inspect all high-risk businesses (risk rated A) and high risk sector activities identified by the National Local Authority Enforcement Code
- focus our work on priority topics identified by the HSE and carry out **169** topic-based inspections
- develop further our partnership working with the Health & Safety Executive with joint warranting.

The table over the page shows targeted or programmed inspections for the highest risk premises, rated A. All lower risk premises (risk rated B1 and B2) will be subject to “alternative intervention strategies” rather than inspections. This will include postal questionnaires, project based visits and the issue of specific publicity material. In a typical year some low risk premises are likely to be brought back into the formal inspection process following complaints and accident investigations, although where the premises are to be visited for other statutory inspection purposes, both visits will if possible be combined.

Table 1

	A	High Risk Activities	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	15	-	24	29	175	165	200
Targeted 2013/14	11	15 ³	55	46	169	166	110

In addition there currently remains approximately **830** C-rated premises in the area. Although these are of insufficient risk to be included in the inspection cycle, they have previously been targeted with questionnaires or relevant information to raise awareness in relation to health and safety and will continue to be approached in that manner. HSE guidance advises that 20% of these must be targeted each year, resulting in an additional **166** interventions. All new premises will be brought into the inspection cycle based on the risks presented by their activities.

A further **169** 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 ventilation, legionella control and disease reduction at premises potentially exposing staff and others to asbestos. Details of these are provided in the attached plan.

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

³ The new National Local Authority Enforcement Code identifies ‘high risk activities’. Although the full impact has not been ascertained it is anticipated to involve an additional 15 inspections.

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.

Further Information

If you would like any further information or advice about this plan or the service that the Environment and Public Protection Division provides in relation to Health and Safety, 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

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

Other Useful Contacts

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.

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
Protecting Consumers, Supporting Business							
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"> • 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 	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

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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	Ensure the full range of information and guidance on priority areas Maintain up-to-date health and safety pages on the Council's website.	Incorporate into specific projects	Medium
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 or HSE high risk sector). 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 26 high risk premises Use alternative inspection questionnaires for 101 B1 and B2 premises, unless further intervention is needed. Provide information to 166 low risk businesses.	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	To ensure that effective investigations are carried out for 100% of all relevant notifications and to take prompt action to	Respond to 100% of all relevant accident notifications.	High

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				Forest	improve conditions and reduce likelihood of injury or ill-health re-occurring. Examine local trends in accidents reports 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
Project Working – Focussing Resources							
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 16 duty holders.	Visit 16 premises - Potential sampling activities to be incorporated	High

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National Priority	Council Priority	MTO	Regulatory Services Priority	Service Priority	Service Action	Outcome measure	Priority
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	Golf Courses Non BFC. Focus on courses due to high risk grounds maintenance work activities	Visit 5 venues.	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	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	Noise at Work in Licensed Premises. Focus on noise levels affecting staff.	Joint working with EP + Licensing teams.	Medium

Division: Environment and Public Protection
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National Priority	Council Priority	MTO	Regulatory Services Priority	Service Priority	Service Action	Outcome measure	Priority
				levels and deliver improved public 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	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. All visits to be combined with scheduled food safety visits where possible.	High
Performance Management							
	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)	Monthly monitoring of targets.	High

Division: Environment and Public Protection
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National Priority	Council Priority	MTO	Regulatory Services Priority	Service Priority	Service Action	Outcome measure	Priority
					To ensure S18 compliance through consistency exercise training of officers.		
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

Regulatory Services Priorities:

1. To protect and support residents and legitimate business through the promotion of a fair, safe, responsible and competitive trading environment.
2. To work with local business to deliver a safe and quality food chain.
3. To work with partners on improvements to the local environment which positively influence the quality of life and promote sustainability.
4. To target enforcement action against those who demonstrate a disregard for the law and the consequences of their actions.
5. To promote public health and healthy living.
6. To constantly keep under review existing working procedures to ensure improvements in service delivery, effectiveness and efficiency.

BDR0 Priority Regulatory Outcomes:

1. Support economic growth, especially on small business, by ensuring a fair, responsible and competitive trading environment.
2. Protect the environment for future generations including tackling the threats and impacts of climate change.
3. Improve quality of life and wellbeing by ensuring clean and safe neighbourhoods.
4. Help people to live healthier lives by preventing ill health and harm and promoting public health.
5. Ensure a safe, healthy and sustainable food chain for the benefits of the consumer and the rural economy.

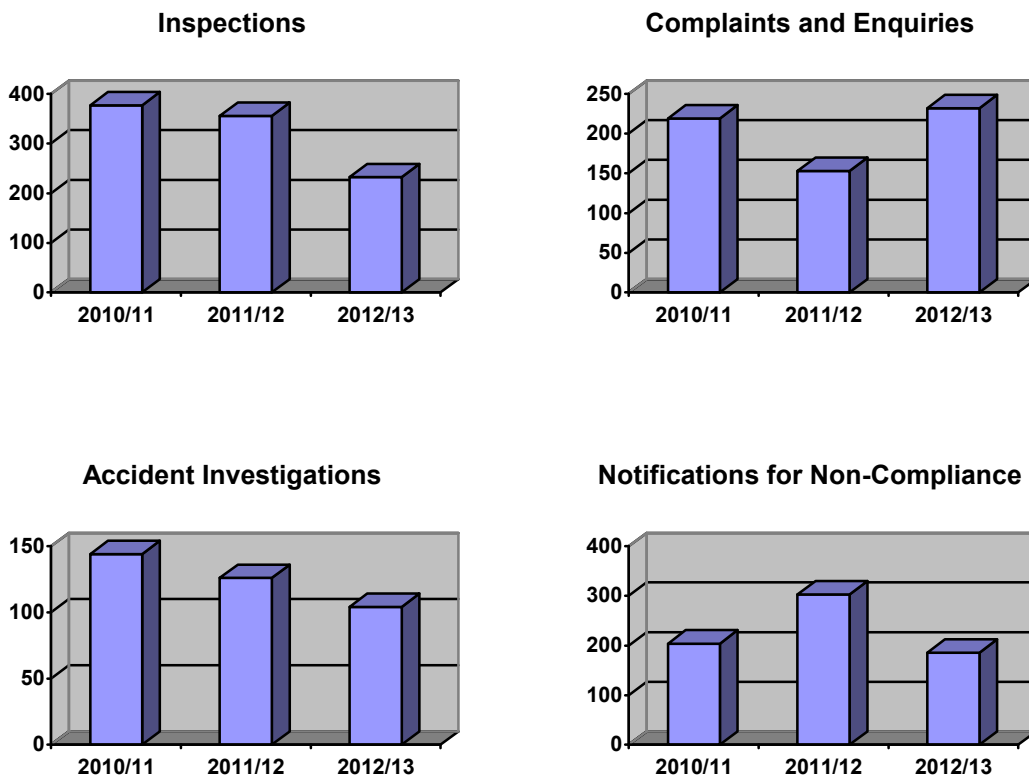
PART 2 – HEALTH AND SAFETY ENFORCEMENT OUT-TURN 2012 – 2013

HOW DID WE PERFORM?

In producing our Health and Safety Law Enforcement Plan each year we reflect on the previous years activities. This enables us to reflect on what went well and what went less well, and identify trends or key areas for focus moving forward. The health and safety enforcement activity undertaken during 2012/13 detailed below, although in summary:

- inspected **232** businesses and carried out **216** other related visits
- responded to **232** complaints and enquiries
- investigated **104** accident notifications
- issued formal notifications on how businesses can comply to **186** businesses, of which **14** were formal Notices

This activity can be compared with previous years:



Inspections and other interventions

In 2012/13 officers carried out a total of **448** health and safety inspections and visits:

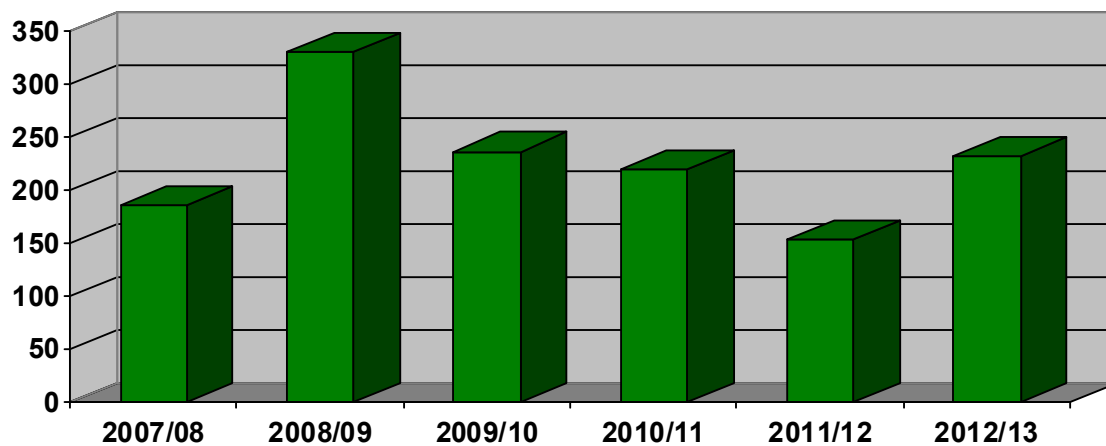
- **27** of these were programmed inspections and **205** were first visits to the business
- **26** were advisory visits
- **54** were revisits to follow up on issues of non-compliance
- **8** were visits in relation to accidents
- The remaining **128** visits were made up of both visits in response to complaints or enquiries from members of the public (**32**), visits where the business was identified as closed or not trading at that time (**81**), special treatments / smoke free visits (**14**) and **1** joint visit with the HSE.

Health and Safety Complaints and Enquiries



During 2012/13 there were **232** complaints and enquiries 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 and Enquiries

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 more serious work-related accidents, diseases and dangerous occurrences. Most notifications are reported via the HSE's website at <http://www.hse.gov.uk/riddor/index.htm>. Notifications are then passed on to the relevant enforcement authority.

We review all accident notifications and investigate as appropriate, according to the severity and significance of the incident and relevant HSE guidance. 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 2012/13 officers received **99** notified accidents and dangerous occurrences.

- **42** accidents resulted in a member of the public being taken to hospital.
- **42** accidents resulted in injuries to an employee requiring an absence from work of more than 3 days.
- **8** major injuries
- **3** dangerous occurrences
- **4** reported accidents that once investigated were determined as non-reportable
- **0** fatalities

In order to allow a comparison with our Berkshire neighbours the data for the whole of Berkshire for 2012/13 is detailed below. This is broken down into Council area, and shows both the total number and rates per 100,000 population of the main injury types to enable direct comparison.

	Fatalities (rate per 100,000 population*)	Major Injuries (rate per 100,000 population*)	Over 7 day injuries (rate per 100,000 population*)	Members of Public taken to Hospital (rate per 100,000 population*)	Total (rate per 100,000 population*)
Bracknell	0 (0)	8 (7.0)	42 (37.1)	42 (37.1)	99 (87.5)
Reading	1 (0.64)	34 (21.8)	56 (36.0)	102 (65.5)	210 (134.9)
RBWM	0 (0)	18 (12.5)	46 (31.8)	47 (32.5)	125 (86.5)
Slough	0 (0)	15 (10.7)	48 (34.2)	133 (94.9)	203 (144.8)
West Berks	0 (0)	27 (17.6)	42 (27.3)	53 (34.5)	125 (81.3)
Wokingham	0 (0)	11 (7.1)	30 (19.4)	28 (18.1)	81 (52.5)
Total	1 (0.17)	113 (13.1)	264 (30.6)	405 (47.0)	843 (97.8)

* using 2011 census data at <http://www.bracknell-forest.gov.uk/ks101ew-usual-resident-population.pdf>

Further detail on the causes of many of the accidents is available, and for example of the **843** accidents in Berkshire some of the main causes were:

	Slip, trip or fall on the same level (rate per 100,000 population*)	Lifting and handling injuries (rate per 100,000 population*)	Fall from height (rate per 100,000 population*)	Other cause or cause not completed (rate per 100,000 population*)
Bracknell	35 (30.1)	12 (10.6)	12 (10.6)	35 (22.5)
Reading	82 (52.7)	20 (12.8)	26 (16.7)	49 (31.5)
RBWM	48 (33.2)	14 (9.7)	12 (8.3)	110 (76.1)
Slough	49 (34.9)	14 (10.0)	3 (2.1)	17 (12.1)
West Berks	40 (26.0)	14 (9.1)	11 (7.2)	30 (19.5)
Wokingham	33 (21.4)	11 (7.1)	4 (2.6)	24 (15.5)
Total	287 (33.3)	85 (9.9)	68 (7.9)	265 (30.7)

Whilst this data is useful to help identify the main causes, several accidents do not detail the actual cause, and this information for accidents occurring in other Local Authorities is not readily available.

Enforcement Action

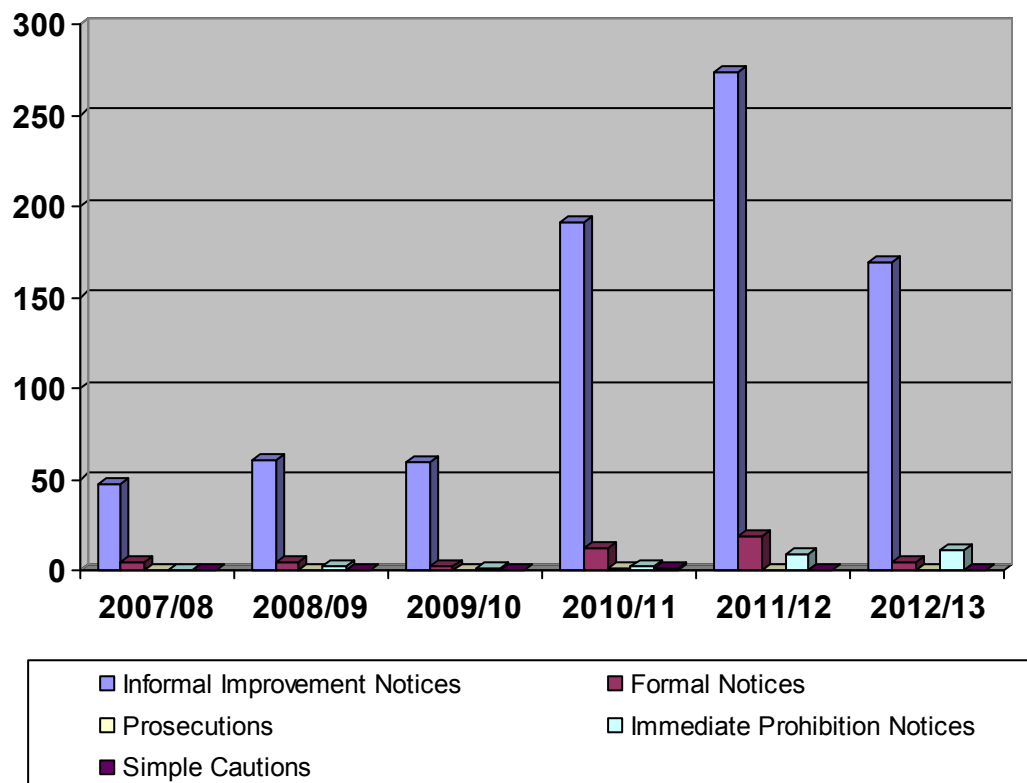


We have adopted a broad and comprehensive set of measures to protect consumers and promote health and safety, and we actively work with local business to achieve a balanced approach. We use the full range of enforcements options available to us, but wherever possible we use informal measures to achieve any necessary improvements.

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	2012/13
Informal improvement notices	47	60	59	191	274	169
Formal notices	4	4	2	12	19	4
Prosecutions	0	0	0	1	0	0
Immediate Prohibition Notices	0	2	1	2	9	11
Simple Cautions	0	0	0	1	0	0
TOTAL	51	66	62	207	302	184



In 2011/12 a peak in enforcement work was seen. This was largely due to database updating work undertaken that identified a number of extra premises. As many of these businesses had received no contact previously, the visits revealed a larger number of issues that resulted in informal notices being sent. Since this peak, for 2012/13 this figure has been seen to reduce as we have made contact with many such businesses already. This pattern is set to continue.

Project Working

We ensure that our priority is responding to service requests and the programmed health and safety work that we are required to complete. Thus, due to some staff shortages during the year and a significant focus on food safety work, only limited project work was undertaken in 2012/13.

Swimming Pools



Swimming pools within the Borough were sampled to assess for controls for controlling bacteria. This was a success, with only one premises failing the tests undertaken, and for this premise all necessary actions were promptly taken and the risks removed. It also features as a major public health intervention in ensuring effective monitoring of controls to reduce the likelihood of poor bacterial levels. 6 premises were inspected and sampled.

Liquid Petroleum Gas



This previously 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 were investigated, and no notifications were received, no such visits were undertaken.

Database Updating



We continue to review and keep up to date our database to ensure that all Bracknell Forest Council enforced premises are subject to the health and safety programme. The on-going updates 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. With recent changes to Bracknell Town Centre we have seen an increase in business turnover.

Related Work Areas

Smokefree Bracknell Forest

Officers continued to monitor and advise business on compliance with smokefree legislation at all visits as appropriate.



A total of 7 complaints and enquiries were received relating to smoking during 2012/13 and all of these 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>



Formal Asbestos Notifications

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. A total of 5 formal notifications for work involving areas known to contain asbestos were received, and all were appropriately investigated.



Staff Development 2012-13

Each officer is responsible for keeping a record of training undertaken and maintaining their own Continued Professional Development records. However following the appraisal process the following courses were attended during 2012-13:

- Electricity Safety
- Gas Cylinder Safety
- Accident Investigation Training
- Asbestos

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.