

**ENVIRONMENTAL AND COMMUNITY HEALTH  
SERVICES DIVISION**

**THE SERVICE PLAN FOR HEALTH AND  
SAFETY ENFORCEMENT  
2010-11**

**Drawn up in accordance with The Health and Safety Executive's  
Guidance to Local Authorities**

June 2010



## EXECUTIVE SUMMARY 2010-11

### PLAN OF WORK as at 1 April 2010

#### AIMS AND OBJECTIVES

The overall objective of the Service is to work with businesses and employees to protect people from unsafe working conditions.

The service is linked to the Council's corporate plan 'Growing Success', specifically the Community Aim of a healthy lifestyle. Many of the service's actions contribute to the achievement of Growing Success, the Sustainable Community Strategy, 'Growing our Community', Cambridgeshire's Vision/Local Area Agreement and National Indicators. There are also close links with the Health and Safety Executive's national portfolio of projects.

The following key activities have been identified within the performance management system and will be measured to determine the effectiveness of the listed activities and actions.

- 1 Planned and reactive inspections of relevant workplaces
- 2 Provision of health and safety advice to businesses and promoting health and safety good practice
- 3 Investigation of reportable accidents and dangerous occurrences

The service will seek to achieve this through a number of key actions that are identified within this service plan.

The health and safety service is one of the services carried out by officers within the Commercial Team which in turn is part of the Lifestyles Team within Environmental and Community Health Services Division (ECHSD). The ECHSD is part of the Environmental and Community Services Directorate.

#### RESOURCES

##### STAFF

	<b>2009-10</b>	<b>2010-11</b>
Environmental Health Officers	2.25	2.90
Environmental Health Enforcement Officers	1.15	0.50
Lifestyles Manager	0.10	0.10
	<b>3.50</b>	<b>3.50</b>
Admin support staff	0.75	0.75
<b>Total</b>	<b>4.25</b>	<b>4.25</b>

## FINANCIAL

	2009-10	2010-11
Direct Costs		
Employees	£148,740	£159,710
Other (Legal fees, sampling, equipment etc)	£9,650	£10,190
Overheads	£95,220	£74,850
Smoke Free Implementation	£4,500	N/A
Income : Smoke Free Grant	n/a	N/A
<b>TOTAL</b>	<b>£258,110</b>	<b>£244,750</b>

## ACTIONS AND TIME ALLOCATION

Activity	Level of activity		Total hours	FTE
	Actual 2009-10	Estimated 2010-11		
Premises inspections (including revisits)	600 (plus 31 AES)	400	2006	1.55
Health and Safety-related complaints	106	100	193	0.15
Reportable accidents and dangerous occurrence notifications	105	100	516	0.40
Smoke free enforcement visits	112	80	50	0.03
Advice to business/enquiries	Advice given on request to businesses plus an estimated further 250 enquiries about health and safety matters		400	0.32
Liaison with other organisations	Maintenance and development of existing links and initiatives both internal and external		100	0.08
Health and safety promotion	Project work linked to delivery of Corporate objectives, Sustainable Community Strategy, LAA, NI's, Statutory duties and the delivery of the Service Improvement Plan (e.g. provision of targeted interventions. provision of training courses, development of newsletter, leaflets, website, educational initiatives (in addition to those identified in "Advice to business/enquiries").		700	0.54
Staff development and training	Internal and external training courses, and development		150	0.11
Service management	Overall supervision and management of service, policy and procedural development		400	0.32
<b>TOTAL</b>			<b>4515</b>	<b>3.50</b>

*All calculations assume 1 x FTE = 1290 hours per year (215 working days x 6 hours productive hours per working day). All estimates include revisit activity. Time does not include administrative support.*

The budget for 2010-11 represents a decrease of 5.1% on the previous financial year. This decrease is primarily as a result of a technical adjustment to pension liabilities. the Department of Health grant funding came to an end. There may also be some savings on the Employees' budget as one 0.25FTE post will be on maternity leave for the majority of the year. It is anticipated that the budget will be sufficient to meet the demands of the service but in the event of a complex legal case additional funds will need to be sought.

A balanced workload has been proposed for 2010-11 which incorporates a full range of enforcement actions including health and safety education. The plan has acknowledged a number of factors, some of which were unforeseen: one full time officer has had an extended period of sick leave and one part time officer will be on maternity leave until March 2011. This will have a significant impact on service delivery and therefore priority has been given to addressing high-risk activities.

The impact of large scale events such as the Secret Garden Party, carnivals and local heritage events also needs to be recognised as they require significant staff resources during the planning and operational phases.

### **Divisional development plan for 2010-11**

#### **Work in support of the HSE National Strategy “Be part of the Solution”**

- This work will be largely directed by the Cambridgeshire Health and Safety Managers Group in partnership with the Health and Safety Executive (HSE). Officers from HDC will be part of the Countywide Flexible Warranting Scheme (FWS) which will enable closer joint working with HSE inspectors on priority issues and enhancement of cross boundary collaboration with other local authorities. The FWS will be evaluated to assess its effectiveness and to ascertain efficiency savings
- It will include a wide portfolio of projects to address high profile subjects including: the management of asbestos risks in workplaces; safety associated with small scale construction projects; explosion and fire risks associated with buried liquefied petroleum gas (LPG) pipe work; the safety of young people in the workplace and the management of slips, trips, working at height, manual handling, and occupational ill-health in catering premises.
- The content of the Commercial Team's website material will be reviewed and where necessary updated or replaced. This will help to ensure that businesses and consumers alike will have access to the most appropriate advice.

### **Projects in support of service improvements**

- All specialist food law enforcement officers will be expected to deliver a defined caseload of routine health and safety at work inspections. This is in addition to their respective commitments to other specific projects.
- Such work is vital to fulfil the competency requirements imposed by HSE's section 18 standards.
- The organisation and delivery of an internal staff training session on the subject of gas safety: this will help to secure consistent enforcement during routine work and will also contribute to consistent enforcement at large scale events such as Secret Garden Party.

### **Continuation or consolidation of any work that was identified in the 2009-10 service plan**

- The continuation of work to promote compliance with the emerging Noise at Work Regulations.
- The continuation of work to promote and enhance the safety of young people in the workplace.
- Maintain a watching brief over the competencies of all appointed officers with particular reference to the demands of any work associated with the Flexible Warrant Scheme (FWS).

## **1.0 SERVICE AIMS AND OBJECTIVES**

1.1 The health and safety enforcement function represents an important mechanism for reducing accidents and ill health in the workplace as well as contributing directly to economic success and a safe working environment. The aim is to ensure that everyone can enjoy a working environment that is safe and without undue or unreasonable risk to health.

1.2 The overall objective of the service is to work with businesses and employees to:

- Protect employees and the public from unsafe conditions within businesses for which the Council has enforcement responsibilities under the Health and Safety at Work (etc) Act 1974.

In particular the service will:

- Fulfil the statutory duty imposed on the Council as “The Health and Safety Enforcing Authority” and ensure the effective enforcement of health and safety standards.
- Deliver a complementary programme of advice and enforcement to ensure that businesses are better placed to comply with their duties.

1.3 The service seeks to pursue this through a number of key actions which include:

- Securing compliance with health and safety law, having regard to approved codes of practice and guidance
- Investigating complaints and taking appropriate action
- Carrying out a planned risk-based inspection programme in accordance with statutory guidance
- Investigating reported accidents, dangerous occurrences and notifiable diseases on the basis of risk and taking appropriate enforcement action
- Maintaining a register of premises for which the Council has enforcement responsibility
- Maintaining a register of evaporative condensers and water-cooling towers on behalf of the HSE
- Responding to statutory notifications about the removal of asbestos or asbestos containing material
- Taking samples of articles and substances as they relate to a working environment
- Providing advice and guidance on request
- Working in partnership with other organisations to promote health and safety in the workplace.

1.4 The plans and initiatives to which the service must have regard include:

- The Huntingdonshire Local Strategic Partnership
- National Indicators
- Local Area Agreement
- Enforcement Concordat
- Huntingdonshire Sustainable Community Strategy
- Local Development Plans
- Growing Success - A corporate plan
- HDC Best Value Performance Plan
- Equality Strategy
- Consultation groups
- Guidance from external organisations
- HSE Strategy 'Be part of the solution'

## 2.0 SERVICE DELIVERY

2.1 The health and safety service is one of the services carried out by officers within the Commercial Team which in turn is part of the Lifestyles Team within Environmental and Community Health Services Division (ECHSD). The “lifestyles” team remit which is aimed at improving the health of the people of Huntingdonshire by addressing health and safety at work, food safety, diet, exercise etc in a holistic way. The ECHSD is part of the Environmental and Community Services Directorate

### ACTIONS AND TIME ALLOCATION

Activity	Level of activity		Total hours	FTE
	Actual 2009-10	Estimated 2010-11	Estimate 2010-11	Estimate 2010-11
Premises inspections (including revisits)	600 (plus 62 AES)	400	2006	1.55
Health and Safety-related complaints	106	100	193	0.15
Reportable accidents and dangerous occurrence investigations	105	100	516	0.40
Specific smoke free enforcement visits	14	20	50	0.03
Advice to business/enquiries	Advice given on request to businesses plus an estimated further 250 enquiries about health and safety matters		400	0.32
Liaison with other organisations	Maintenance and development of existing links and initiatives both internal and external		100	0.08
Health and safety public health promotion	Project work linked to delivery of Corporate objectives, Sustainable Community Strategy, LAA, NI's, Statutory duties and the delivery of the Service Improvement Plan (e.g. Provision of targeted interventions. Provision of training courses, development of newsletter, leaflets, website, educational initiatives (in addition to those identified in “Advice to business/enquiries”).		700	0.54
Staff development and training	Internal and external training courses, and development		150	0.11
Service management	Overall supervision and management of service, policy and procedural development		400	0.32
<b>TOTAL</b>			<b>4515</b>	<b>3.50</b>

*All calculations assume 1 x FTE = 1290 hours per year (215 working days x 6 hours productive hours per working day). All estimates include revisit activity. Time does not include administrative support.*

## 2.2 Health and Safety Premises Inspections

2.2.1 There are a total of 2201 premises on the health and safety database of which 378 are subject to planned health and safety inspections in 2010-11. There are also 384 historically overdue inspections: many of these relate to premises which have closed, ceased trading or are now in new ownership. Where possible these will be included in specific projects but in any event will be prioritised according to risk.

### Analysis of premises by type

Retail Shops	543
Wholesale shops, warehouses and fuel depots	187
Offices	407
Catering, restaurants and bars	433
Hotels, camp sites and other short-stay accommodation	52
Residential care homes	53
Leisure and cultural services	156
Consumer services	261
Other premises (not classified above)	109

2.2.2 It is the Council's policy that routine health and safety inspections are:

- focused on higher-risk premises as a top priority.
- carried out in accordance with the HELA Strategic Plan, relevant HELA circulars, HSE Section 18 standards, internal standard operating procedures and any other centrally issued guidance.
- carried out in a way which properly reflects the risks associated with each business.
- carried out in a way which supports the wider strategic aims of partner organisations such as HSE.

In practice this means that the programme of inspections will not rigidly adhere to the historical premises database.

## 2.3 Enforcement Initiatives based on HSE priorities and key issues

2.3.1 The Health and Safety Executive has specifically directed all Enforcing Authorities to plan their inspection programmes according to risk. This is reflected in the content of Local Authority Circular (LAC) 67/2. This approach will have no adverse impact on the way in which our work is delivered, nor does it prejudice our ability to deliver projects that address local needs and circumstances.

2.3.2 There are key topics to which inspectors should give priority during their work. These make the largest contribution to work-related injuries, ill-health and absenteeism. They include the following:

- Falls from heights

- Workplace transport activities and vehicle movements
- Musculoskeletal disorders
- Work-related stress
- Slips, trips and falls
- Occupational diseases (especially dermatitis and asbestos-related illnesses)

2.3.3 This approach requires the continuation of partnership working with HSE to which the Council has already demonstrated its commitment when it signed the HSC's Statement of Intent on 18 March 2005.

2.3.4 The annual statutory return (LAE1) for health and safety by which LA performance is measured has been revised to reflect the change in approach. It is widely accepted that project-based work to target known problem areas will be commonplace.

## **2.4 The HSE Strategy: *"The Health and Safety of Great Britain – be part of the solution"***

2.4.1 The 2010-11 work plan will be guided by the key principles of the HSE strategy. These include: strong safety management and leadership; competence of stakeholders; involving the workforce; support for small businesses and promoting "sensible risk management".

2.4.2 "Traditional" inspections will still feature in the work plan but there will still be a significant component of project-based work which might include the following:

- The management of asbestos in workplaces
- Gas safety in catering premises
- The promotion of construction site safety
- Provision of information to vulnerable workers, especially young people who are about to enter the world of work for the first time

## **2.5 New Business Enquiries and Inspections**

2.5.1 Planning applications are circulated to all officers. Appropriate advice is provided to the applicant. When new businesses open they are added to the inspection programme on the basis of risk.

## **2.6 Health and safety complaints and enquiries**

2.6.1 Health and safety complaints fall into one of the following broad categories:

- Complaints about unsafe working conditions or practices
- Complaints about welfare related issues, eg working hours, meal breaks
- Complaints about lack of suitable training, supervision or instruction for employees

2.6.2 They are investigated in accordance with internal procedures and central guidance.

## **2.7 Injuries, diseases and dangerous occurrences**

2.7.1 Investigations are carried out in accordance with relevant guidance and procedures. Enforcement action is in accordance with the Enforcement Policy.

## **2.8 Licensing and Registration**

2.8.1 The service acts as a consultee for applications, representations for new premises licences, or variations to licences. The public safety aspects of the proposals are considered and reported to the Licensing Officer. Visits are also carried out following applications for registration of skin-piercing activities.

## **2.9 Formal Notifications**

2.9.1 The Council receives formal notifications from specialist engineers relating to lifting equipment, asbestos removal, pressure systems and location of cooling towers. Follow-up work is often required in all of these areas to ensure safe working practices are in place.

## **2.10 Advice to businesses**

2.10.1 The Council supports the philosophy that effective enforcement involves working with businesses. Officers will work with businesses to help them to comply with the law and to encourage the use of best practice. This has been achieved through a range of activities including:

- Advice given during the course of inspections and other visits
- Site visits prior to new businesses opening
- Responding to enquiries
- Commenting on plans at building regulation and planning application stages
- Awareness seminars and targeted mailshots arising from legislative and policy changes

- Maintenance and development of the department's web site which is currently receiving about 250 visits per week
- The use of consultation mechanisms to seek comments on proposals and policies
- Consultations with local businesses to identify training needs and then facilitate relevant training courses and materials
- Provision of relevant articles for the District Wide Publication
- Provision of training when resources permit
- An occasional health and safety newsletter
- Ad hoc seminars and lectures for schools, trade and voluntary groups
- Provision of free advisory leaflets for businesses and employees
- Work in partnership with the Regional Tobacco Control Alliance and Camquit to promote compliance with smoke free requirements, age-restricted sales and smoking cessation

## **2.11 Health and safety partnership working**

2.11.1 The Council supports the principles of the Primary Authority Scheme (PAS). A company with multiple outlets in different local authority areas can request one of those authorities to enter into a PAS. The local authority is not obliged to do so but if it agrees then it must be mindful of the massive demand on resources that will result. The Primary Authority scheme shares many of the characteristics of the former Lead Authority scheme, but formalises the extent to which a health and safety enforcing authority will need to liaise with the Primary Authority in the event that they are considering enforcement action.

2.11.2 The council has not yet been approached by any company to enter into a PAS. If such a request is made then a further report will be submitted to alert the Panel to the resource implications. So far the scheme has not had an impact on service delivery. Only a small number of national businesses have established a Primary Authority partnership arrangement for health and safety enforcement, but this situation will need to be closely monitored in order to ensure that any enforcement action is not jeopardised.

2.11.3 The Council recognises the importance of liaison with businesses and statutory bodies to ensure a consistent approach to enforcement. There is regular dialogue in a variety of settings

- Cambridgeshire Health and Safety Managers Group
- East of England Regulatory Services Partnership
- Cambridgeshire and Eastern Region Chief Officers' Group
- Cambridgeshire Business Partnership
- FLARE User Group
- Huntingdon Racecourse Safety Advisory Group
- Local business groups and networks

2.11.4 There is regular liaison and consultation with officers from other departments within the Council on issues relating to health and safety such as Planning and Building Control applications, tourism, premises licensing and markets. There is liaison with the Head of Legal and Estates where appropriate.

## **2.12 Enforcement policy**

2.12.1 Huntingdonshire District Council has signed up to the Enforcement Concordat. The Division endorses the principles laid down in the Department for Business Innovation and Skills Regulators' Compliance Code and has regard to the Code for Crown Prosecutor's guidelines when making enforcement decisions. The Enforcement Policy was endorsed by the Chairman and Vice Chairman of the Licensing and Protection Panel in April 2007. It was reviewed following the implementation of the Regulatory Enforcement Sanctions Act 2008 and endorsed by the Panel.

## **2.13 Smoke free implementation**

2.13.1 A Central Government grant permitted the appointment of a full time officer on a 12-month fixed-term contract to deliver the initial implementation of the Health Act 2006. The initial contract was extended but finally terminated on 31 May 2009.

2.13.2 Smoke free enforcement work has now become integrated into routine inspection activity and in response to specific complaints.

2.13.3 Up to 31 March 2010 our officers carried out 14 specific visits to assess compliance with the requirements of the regulations. Standards are also routinely assessed as part of programmed health and safety visits of which there were over 600.

2.13.4 There were 44 complaints and one fixed penalty notice was issued. There is also a pending court case.

### 3.0 RESOURCES

3.1 The Commercial Team includes ten authorised officers, eight of whom are Environmental Health Officers. In 2009-10 the total time spent on the health and safety enforcement function was at the equivalent of 3.5 full-time posts (FTE). Administrative support was not included in this figure.

	2009-10	2010-11
Environmental Health Officers	2.25	2.90
Environmental Health Enforcement Officers	1.15	0.50
Lifestyles Manager	0.1	0.10
	<b>3.50</b>	<b>3.50</b>
Admin support staff	0.75	0.75
<b>TOTAL</b>	<b>4.25</b>	<b>4.25</b>

### FINANCIAL

	2009-10	2010-11
Direct Costs		
Employees	£148,740	£159,710
Other (Legal fees, sampling, equipment etc)	£9,650	£10,190
Overheads	£95,220	£74,850
Smoke Free Implementation	£4,500	N/A
Income : Smoke Free Grant	n/a	N/A
<b>TOTAL</b>	<b><u>£258,110</u></b>	<b><u>£244,750</u></b>

3.2 Specialist health and safety enforcement is primarily allocated to a group of four authorised officers which equates to 2.5 FTE posts. These officers focus on more complex premises and carry out all accident investigations.

3.3 The budget for 2010-11 represents a decrease of 5.1% on the previous financial year. This decrease is primarily as a result of a technical adjustment to pension liabilities. The Department of Health grant funding came to an end. There may also be some savings on the Employees' budget as one 0.25 FTE post will be on maternity leave for the majority of the year. It is anticipated that the budget will be sufficient to meet the demands of the service but in the event of a complex legal case additional funds will need to be sought.

A balanced workload has been proposed for 2010-11 which incorporates a full range of enforcement actions including health and safety education. The plan has acknowledged a number of factors, some of which were unforeseen: one full time officer (1.0 FTE) has been on an extended period of sick leave and one part time officer (0.25 FTE) will be on maternity leave until March 2011. This will have a significant impact on service delivery and therefore priority has been given to addressing high risk activities.

### **3.4 Staff development plan**

- 3.4.1 All members of staff are involved in a staff review and development process with annual appraisals and six-monthly reviews. Staff training needs are identified as part of this process together with routine assessments of competency and each contributes to the training programme.
- 3.4.2 Officers who are routinely involved in health and safety enforcement are appropriately qualified and receive regular training to maintain and improve their level of competence. During 2010-11 these officers will have access to any training which is necessary to fulfil the requirements of the Chartered Institute of Environmental Health (CIEH) Continuing Professional Development (CPD) scheme and the requirements of centrally issued guidance under section 18 of the Health and Safety at Work Act.

## **4.0 QUALITY ASSESSMENT**

4.1 The following methods are or have been used to assist in the quality assessment of the service:

- Standard Operating Procedures
- Periodic benchmarking and peer review exercises
- Independent audit arrangements. The service was subject to an external audit in 2006 and received a very favourable report
- Post-inspection evaluation questionnaire sent to businesses after an inspection
- Review of post-inspection paperwork by Team Leader
- Periodic assessment of competencies (most recently in March 2009)
- Accompanied visits with the Team Leader
- Frequent team meetings
- Review of officers' personal work plans
- Annual performance appraisal and development interviews
- County-wide working groups addressing specific issues, consistency of enforcement, training matters
- Regular reviews of work performance with the Head of Service

4.2 The service supports and contributes to National Indicator (NI) 182. This measures the extent to which businesses were treated fairly and whether they felt that their contact with the council was helpful. The results place the Health and Safety Service as one of the best in the county in terms of business satisfaction with 82% of businesses, both compliant and non-compliant, confirming that they believed that they had been fairly treated and that they found the contact helpful



## **5.0 REVIEW**

### **5.1 Review of Performance**

- 5.1.1 The Health and Safety Executive (HSE) has issued guidance to all local authorities. This requires them to review their performance in order that any variances from the requirements of the Service Plan can be identified.
- 5.1.2 There was a small decrease in the overall number of visits and a significant decrease in the number of AES inspections. This is largely attributable to the loss of the Smokefree Implementation Officer in May 2009. He had carried out a large number of visits to low risk premises that first came to our attention during the implementation of smokefree legislation in 2007-08. There was an increase in the number of enforcement notices that were served but this was attributable to very poor conditions at one business. There was also an increase in the number of enforcement letters that were sent when compared to 2008-09.
- 5.1.3 Targets are reviewed periodically. Results are reported to the Head of Service. Information includes the number of inspections and revisits, the time spent providing advice, information, training and educative materials and the number of accidents that have been reported to us.

### **5.2 Formal Enforcement Action**

- 5.2.1 The Health and Safety at Work Enforcement Policy Statement states that a graduated approach to enforcement will be adopted and that in the first instance duty holders will be given the opportunity to discuss and remedy problems before action is taken. In order to determine the best course of action, an officer will assess the degree of risk, the severity of the offence, the technical means by which the contravention can be remedied, together with the known compliance history of the duty holder. The most appropriate enforcement option must always be governed by the particular circumstances of the case.
- 5.2.2 In most cases, compliance is secured by informal means, most commonly by letter. However, it is sometimes necessary to use more formal methods. During 2009-10 eight Improvement Notices and four Prohibition Notices were served.

The following table shows a comparison with the enforcement activity carried out in the previous year.

	<b>2008-09</b>	<b>2009-10</b>
Total number of inspections, visits and revisits	681 (plus 179 AES)	600 (plus 62 AES)
Number of letters	156	192
Improvement notices	4	8
Prohibition notices	3	4
Simple cautions (formerly Formal cautions)	0	0
Prosecutions	0	0
Health & Safety complaints	107	106
Accident Notifications	120	105
Customer satisfaction results – those rating service as good or better	95%	95%

### **5.3 Did we complete the improvement plan?**

The 2009-10 Service Plan described a number of planned improvements (subject to available resources). The following is a summary of achievements and also an acknowledgement of any deviations from the Plan.

#### **5.3.1 Continuation or consolidation of work identified in the 2009-10 Plan**

Continue the development of effective liaison and contact with local business and commercial groups.

*Officers have represented the Division at a variety of meetings and seminars. The Health and Safety Newsletter prompted positive feedback, especially from small businesses that are increasingly dependent upon advice of this kind.*

Support the work of the Cambridgeshire Health and Safety Managers' Group by working with vulnerable groups such as migrant workers and young people to improve their understanding of the occupational health and safety problems associated with their work activities and to contribute to the production of an advisory health and safety newsletter for circulation to local businesses.

*One officer delivered a specific project to examine the management of safety in hand car wash businesses and another officer arranged for the delivery of a series of presentations to young people who were preparing to enter the world of work for the first time: the primary aim of this project was to raise their awareness of their rights in the workplace whilst also reminding them of their responsibilities.*

Continue to work with businesses in the entertainment sector to secure compliance with the regulations which govern the exposure to occupational noise

*One officer worked specifically with relevant businesses to raise their awareness of these emerging regulations. She was unable to complete the project before she went on maternity leave and this work will be carried over into 2010-11.*

Continue to target those premises in the care and residential sector to ensure that the effective management of occupational health and safety standards is maintained for the benefit of carers and residents alike.

*This work was completed. Good practice was identified and no enforcement action was necessary because of the high level of compliance.*

Continue to review the competency profiles of those members of staff who are appointed to deliver health and safety enforcement on the Council's behalf.

*All officers completed the first stage of the Regulators' Development Needs Analysis (RDNA). This work will need to continue into 2010-11 to take account of any projects which are associated with the Flexible Warrant Scheme (FWS).*

Continue the delivery of a focused project to examine the management of health and safety in premises operated by employers for whom English is not the first language.

*This project was completed and a report produced. Good practice was identified and No enforcement action was necessary.*

### **5.3.2 Work in support of the “beyond Fit3” programme**

A project to assess the management of occupational health and safety standards in high-risk cosmetic and consumer services businesses.

*One officer delivered a project to examine standards in skin piercing businesses (eg tattooists). Some enforcement action was necessary principally due to poor standards of personal hygiene and hygiene facilities.*

A project to assess the management of gas safety standards in catering premises.

*This project was commenced but soon suspended because of other competing priorities and also because of the development of a HSE led project to examine the safety of underground pipe work associated with bulk liquefied petroleum gas (LPG) installations. It is likely that this work will impact upon service delivery in 2010-11.*

Continue to target priority topics such as manual handling, workplace transport, slips and trips, work at height and asbestos as part of routine risk-based inspections

*This work featured prominently in routine work and will continue to do so in 2010-11.*

### **5.3.3 Projects which were in support of service improvements**

Review the allocation of programmed, reactive and project based health and safety workloads in order to make best use of each appointed officer's skills and experience.

*This work was completed in August 2009. It resulted in a more equitable distribution of work which was more closely aligned with officers' skills and experience.*

Work with the Cambridgeshire Health and Safety Managers Group on a collaborative project with other local authorities and the Health and Safety Executive to develop a Flexible Warrant Scheme (FWS). This will enhance the enforcement of health and safety at work legislation at high-risk premises and also permit an improved response to “matters of evident concern” wherever they arise.

*The Commercial Team Leader is the Chairman of the Health and Safety Managers Group and has been instrumental in developing this project. This work will feature prominently in the 2010-11 work plan and will enhance the team's liaison arrangement with HSE.*

Ensure that officers complete the Health and Safety Executive's Regulators Development Needs Analysis (RDNA) tool. This will provide the evidence base to demonstrate that the Council is compliant with HSE's Section 18 Standards and will determine the extent to which appointed officers contribute to any projects which emerge from the Flexible Warrant Scheme.

*All officers completed the first stage of the Regulators' Development Needs Analysis (RDNA). This work will need to continue into 2010-11 to take account of any projects which are associated with the Flexible Warrant Scheme (FWS).*

Continue to review the department's approaches to the enforcement of health and safety at work in low risk premises (Alternative Enforcement Strategies).

*This is an ongoing requirement to ensure that our work is properly directed at the work activities and processes which present the greatest risk.*

## **5.4 Divisional Development Plan for 2010-11**

### **5.4.1 Work in support of the HSE National Strategy "Be part of the Solution"**

- This work will be largely directed by the Cambridgeshire Health and Safety Managers Group in partnership with the Health and Safety Executive (HSE). Officers from HDC will be part of the Countywide Flexible Warranting Scheme (FWS) which will enable closer joint working with HSE inspectors on priority issues and enhancement of cross boundary collaboration with other local authorities. The FWS will be evaluated to assess its effectiveness and to ascertain efficiency savings
- It will include a wide portfolio of projects to address high profile subjects including: the management of asbestos risks in workplaces; safety associated with small scale construction projects; explosion and fire risks associated with buried liquefied petroleum gas (LPG) pipe work; the safety of young people in the workplace and the management of slips, trips, working at height, manual handling, and occupational ill-health in catering premises.

- The content of the Commercial Team's website material will be reviewed and where necessary updated or replaced. This will help to ensure that businesses and consumers alike will have access to the most appropriate advice.

#### **5.4.2 Projects in support of service improvements**

- All specialist food law enforcement officers will be expected to deliver a defined caseload of routine health and safety at work inspections. This is in addition to their respective commitments to other specific projects.
- Such work is vital to fulfil the competency requirements imposed by HSE's section 18 standards.
- The organisation and delivery of an internal staff training session on the subject of gas safety: this will help to secure consistent enforcement during routine work and will also contribute to consistent enforcement at large scale events such as Secret Garden Party.

#### **5.4.3 Continuation or consolidation of any work that was identified in the 2009-10 service plan**

- The continuation of work to promote compliance with the emerging Noise at Work Regulations
- The continuation of work to promote and enhance the safety of young people in the workplace
- Maintain a watching brief over the competencies of all appointed officers with particular reference to the demands of any work associated with the Flexible Warrant Scheme (FWS).

## **6.0 GLOSSARY**

EHO = Environmental Health Officer (Enforcement officer employed by LA).

HELA = Health and Safety Executive Local Authority Unit (A liaison body set up to ensure, amongst other things, consistent enforcement by both HSE and Local Authorities).

HSE = Health and Safety Executive

LAC = Local Authority Circular (advice/guidance from HSE/HELA).

RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

FWS = Flexible Warrant Scheme: a scheme in which specially nominated local authority officers are authorised to enforce health and safety requirements in premises which are allocated to HSE for enforcement purposes. This broadens the experience and skills of those officers to contribute to specific projects as well as equipping them to respond to and deal with “matters of evident concern” in non local authority enforced premises.

RDNA = Regulators’ Development Needs Analysis Tool: a facility which allows an objective assessment of an enforcement officer’s knowledge and skills base. This helps to ensure that each officer’s level of authorisation is properly aligned with their knowledge and skills and is closely linked with their participation in FWS projects.