

Action Plan For South Derbyshire District Council Health & safety Team

1. Sufficient Resources allocated to H & S Team
Completed June 2002 new EHO appointed to team
2. Enforcement Policy
Taken and approved by Committee February 2002 – Completed
3. Enforcement Policy Summary
Completed by February 2002 – although superseded by inclusion of policy on SDDC web Site and inclusion of paragraph relating to policy in all letters.
4. Procedures
Prepared and in use.
5. Work Programme 2002 / 2003
Reviewed programme to draw up risk rated inspection programme well under way. Defined well over 1000 premises into enforcement sectors and risk rated premises inspected by Local Authority. Remaining 500 premises to be determined and then appropriately risk rated.
6. Work Programme 2003 / 2004
Commencement on next years Work Programme to commence this month.
7. New Computer Data Base
New computer system finance agreed and installed onto computer. Now awaiting the National Land and Property Gazetteer information to be released by IT so that information can then be put on system.
8. Additional Resources EHO.
Appointed June and now in post
9. Planned Inspection Programme
Because of Data protection information not available from Business Rates, obtained information from another source. Forwarded questionnaires to all 2000- business premises within area received information on about 1000 premises back. Have risk rated those premises in order to produce a risk rated planned inspection programme. Remaining premises reduced to about 500 because duplicate entries and demolished, remainder to visit by officers so as to produce a 100% premise risk rated.

Once completed will be put on to computer system to produce Planned Inspection programme.
10. Relevant Guidance Available
This arose due a mistake by the Local Authority Unit of the Health & Safety Commission, they have now rectified their mistake and we now have all copies and access to the closed web site
11. Investigations
Previously the Env Health Manager (Commercial & Licensing) has had to keep a photocopy off all Health and Safety complaints, accident notifications and requests for service in order to complete the Health & Safety Commission yearly returns. During the preparation of the 2000/2001 return this information was not

included in the return due to long term illness of that manager. This situation will be resolved with the new computer system as all information will be held on their.

12. Performance Management Reviews

This relates to the non-achievement of the planned targets for inspection activity. This has been dealt with previously by additional staff, new computer system and determining the number of premises that are within the district and undertaking a planned targeted inspection programme.

13. Statutory Notices

Amendments to the notices were undertaken immediately. All statutory notices now use the Shaws forms system, who are official suppliers of statutory forms

13. Letters

Specifying the specific legislation on letters to owners of business was undertaken immediately

14. Additional Areas to satisfy requirements of Audit

Health and Safety Exhibition – The commercial Section of SDDC are presently organising an event in conjunction with Community Leisure of Green bank Leisure Centre to highlight the Health Safety Commissions aim of revitalising of Health Safety.

The exhibition will take place on the 16th October 2002 – During the Health & Safety Awareness week. The exhibition will cover 3 main topic areas slips trips and falls, stress and falls from heights.

There will be guest speakers from BT , HSE, Rolls Royce and Powergen who will talk about these specific areas. Business's will provide and exhibit their equipment and offer advice to visitors of the exhibition. The target audience will be local small and medium enterprises, Local Authorities, local employers and our own staff.

15. Links with business

We now attend a frequent meeting between business and officers of the commercial section to discuss various aspects of Health and Safety. The consortium of business is called the Environmental Network Club and meets about 3 x per year at present there are about 20 business represented.