

HEALTH & SAFETY

SERVICE PLAN

2003/2004

SOUTH DERBYSHIRE DISTRICT COUNCIL

HEALTH & SAFETY SERVICE PLAN

2003/2004

1.0 Introduction

This Service Plan for health and safety enforcement outlines objectives and major issues, key programmes for inspection and contribution to the HSC Strategic Plan and HELA Strategy, future targets, performance against last year's targets information on the service and a review of performance.

2.0 Service Plan

Health and safety enforcement is carried out by the Commercial Team, which forms part of the Environmental Health Division. The service is normally provided in-house by qualified Environmental Health Officers and a Safety Officer. 1.5 full time equivalent officer's time is spent on health and safety enforcement.

The Council's Safety Officer function also falls within the team which results in the safety officer working 50% of his time on "in-house" Health & Safety matters and 50% of his time on enforcement work.

The service provided includes proactive inspections, other proactive actions to meet objectives, licensing and registration, accident and complaint investigation and provision of advice and information to businesses through visits, seminars and written information in hard copy and in the future via the web site and e-mail.

3.0 Objectives

The main objectives of the service are outlined below. Full details are in the attached Appendix.

- 3.1 Improve the safety of working conditions and leisure facilities in the District through a programme of workplace inspections.
- 3.2 Improve consistency, transparency, proportionality and targeting of licensing and registration functions (Health and Safety inspections are undertaken on all Entertainment Licences and Animal Health Licence Applications.
- 3.3 To make available a comprehensive range of health and safety information for small businesses.
- 3.4 To comply with the Section 18 guidance on enforcement of health and safety law issued by the Health and Safety Commission.

- 3.5 To contribute on a local and national level to the HELA Strategic Plan in order to reduce injury and ill health associated with work activities.

4.0 Performance Targets

The following table shows health and safety targets for 2003/2004.

Inspections to be undertaken from Sept 2003 to March 2004

Risk Category	No. Of Premises	No. Of Inspections estimated 2003/04	Periods of Inspection
A		3	Every year
B1		7	18 months
B2		13	2 Years
B3		26	3 Years
B4		8	4 Years
C		244	5 Years or other method
Unclassified premises			
TOTAL		301	

The section will be undertaking full inspections on those premises that fall within Category A - B4 in accordance with the requirements of the Health and Safety Commission (HSC). In regard to the category C premises we will assess those premises that posse the greatest risk and undertake inspections of those.

Information packs have now been prepared and will be forwarded to all the remainder Cat C premises with a questionnaire. This information will give essential information to those premises to undertake improvements in Health and Safety and provide us with information as to where the greatest risks are for future inspections. This method of obtaining and providing information is an acceptable method to the HSC to provide information on risk as a method of inspection. Those premises that do not provide us with information will be prioritised to receive an inspection from an officer.

5.0 Requests for Service / Reactive Enforcement

Reactive enforcement results in inspections (part or full) being carried out as a result of requests for advice, complaints, statutory notifications, e.g. accident notifiacations, lift reports etc.

Prioritisation of health and safety enforcement work is as follows, in descending priority:-

- i) A major incident or serious accident involving actual or potential fatalities.
Response time: Immediate (if possible) or within 24 hours.

- 1) A statutory notification requiring immediate works to protect employees, e.g. lift report/asbestos notification.
Response time: Within 24 hours.
- 2) Consultation from Pollution Team, Building Control, Licensing Team.
Response times: Within time limits specified on consultations.
- 3) A notification of a major injury(s).
Response time: Within 24 hours.
- 4) Complaints and other statutory notifications without known immediate risks to health.
Responses time: Within 5 working days.
- 5) Requests by employees/employers/public for informal advice / inspection and, for example, a new business being set up. As these types of request are infrequent they should **NOT** take priority over **ANY** of the above. Response time: Within 10 working days (if possible without delaying ANY of 1 to 5 discussed above).

5.1 Best Value Performance Indicator 166 / Section 18 Guidance

The health and safety service contributed well to this target by producing an updated Health and Safety Enforcement Policy and all relevant Policies required by the above indicator and HSC Section 18 Guidance.

The following procedures and policies are now in use within the Health & Safety Section

Health and Safety Enforcement Policy
 Health and Safety Arrangement and Authorisation of Officers
 Health and Safety Inspection Procedures
 Health and Safety Accident Investigation
 Health and Safety Enforcement Notices
 Health and Safety Prosecution Procedure
 Health and Safety Core Competencies
 Health and Safety Information

6.0 Accident Investigation Criteria

This section details the criteria for accidents that are to be, or not to be, investigated and the time within which the accident investigation must start upon receipt of the accident report by the Department (see Section 5 Request for Service)

Accidents meeting the criteria listed below will be recommended for investigation and should be investigated further: -

- a) The death(s) of any person.
- b) All specific major injuries.
- c) All dangerous occurrences, e.g. electrical fires, explosions, etc
- d) Certain 'over 3 day injuries' which related to:
 - i) An employer with a poor health and safety record;
 - ii) A dangerous machinery or substance being involved in the injury;
 - iii) A premises revealing a spate or trend of similar accidents;
 - iv) Special projects for accident investigation. These are normally drawn up by the Department or nationally by the HSE. They are usually in line with new legislation to give it more public profile and increase general awareness of certain health and safety matters;
 - v) Prima facie evidence of a contravention of health and safety legislation.

Exemptions

Any accident falling into the above cases where special circumstances indicate investigation is not required, e.g. criminal assault, death by natural causes, etc

6.0 Planned Improvements

The following improvements relate to improvements anticipated in 2003/2004 targets as described above in Section 5.

6.1 Health and Safety Inspections

A review of the workload of staff members will be carried out by 31st October 2003 and reviewed regularly.

This may require re-allocation of inspection workload and discontinuing some areas of work. Implementing procedures as required by Section 18 guidance will influence performance. Measures are in place to regularly monitor inspection performance.

6.2 Computer System

We now have a new computer system, which will allow greater accuracy in regard to Health and Safety. It will allow officers to maintain information relating to all complaints, Accident investigations, health & safety Inspections all on one computer system. We are presently ensuring that the information held on the computer system is correct, which is a not only a sensible approach but also a requirement of Section 18 Guidance. This is taking a considerable amount of officer time to verify the information.

6.3 Section 18 Guidance

We will build on our present position in regard to compliance with Section 18 Guidance compliance and continue improvements to the service.

6.4 Information Pack for Small Businesses

The pack has now been completed by the Health and Safety Officer and is now being piloted. Once the pack has been piloted it will be forwarded to Small Category C businesses or new premises.

6.4 Education / Information in Asbestos

To promote awareness and compliance with the new duty to manage asbestos in buildings. We will prepare packs for small, medium enterprises and distribute to relevant business's and assist business in compliance.

6.5 Questionnaire

We will also introduce this financial year a questionnaire, which will be forwarded to businesses on completion of inspections to determine satisfaction of officer's activities. It will also determine what additional information is required by businesses to undertake their health and safety activities safely. It will also determine the best methods of distributing the information to businesses.

HELA Strategic Plan 2001-2004

Priority 1 – Preventing Slips/Trips

Priority 2 – Workplace Transport

Priority 3 – Musculoskeletal Disorders

Priority 4 – Stress

Priority 5 – Falls from a Height

METHOD OF APPROACH

All inspections will concentrate on these 5 areas . Officers are using the Revitalising Health and Safety Inspections packs which have been drawn up by the Health & Safety Commision for use by Local Authorities.