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| South Derbyshire District Council | QUALITY MANUAL PROCEDURES H. & S CORE COMPETENCIES | Section ** Item * |
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CORE COMPETENCIES AND TRAINING ARRANGEMENTS FOR ENFORCEMENT OFFICERS

1.0 PURPOSE

- 1.1 Details the methods to be implemented to ensure the consistency and competency of officers carrying out enforcement duties.

2.0 CORE COMPETENCIES

- 2.1 South Derbyshire District Council will adopt the standards of competence for inspectors contained in the guidance issued to local authorities by the Health and Safety Commission under Section 18 guidance.

3.0. MANAGEMENT

- 3.1 An enforcement meeting, consisting of the Environmental Health Manager and Environmental Health Manager (Commercial & Licensing) will meet on a regular basis to oversee the management of enforcement by the authority. In addition a Section meeting headed by the Environmental Health Manager (Commercial & Licensing) will meet to disseminate up to date technical and legislative information.

- 3.2 The enforcement meeting will in particular be responsible for:

- a) Disseminating up to date technical and legislative information;
- b) Having an overview of enforcement training;
- c) Considering enforcement priorities; and
- d) Discussing matters relating to consistency of approach.

4.0 INDUCTION

- 4.1 All new officers to the authority will undergo an induction programme designed to suit their level of experience.
- 4.2 A shadowing programme of up to two months will take place. For the first few weeks (up to a maximum of a month) the *new officer* shadows officers during programmed inspections, accident investigation, complaints and advice visits. At the same time, they should be also given other 'low risk' duties (complaints, inspections etc.). After the initial shadowing period, an *experienced officer(s)* will shadow the *new officer* (for approximately one month) during 'routine' visits/inspections and provide feedback to the officer both during and following the visit/inspection, on planned enforcement action and any re-visits regarding compliance.
- 4.3 The shadowing programme should be based on the core competencies out-lined in H & S Section 18 guidance to allow the *new officer* to gain appropriate experience, practice relevant skills and build upon their enforcement expertise.

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4.4 A shorter induction programme will be appropriate for new officers to the authority who already have health and safety enforcement experience. A shadowing programme of a shorter duration should be drawn up that includes programmed inspections, accident investigation, complaints and advice visits. Following these visits/inspections feedback should be given on the visits/inspections, planned enforcement action, standards required and any re-visits regarding compliance.

5.0 TRAINING

5.1 There will be regular training events organised to improve, update and refresh the skills of officers across the department. These will be designed to meet new technical or legislative events, to prepare for specific enforcement activities, and to meet identified deficiencies in knowledge, skills or experience.

5.2 Managers will be responsible for identifying the need for training, and which training is appropriate for which officers as part of the Performance and Development process, as part of Business Planning or as a result of other training, supervision and development activities.

6.0 QUALIFICATIONS

6.1 Officers in the Commercial and Licensing Section should aim to gain a recognised formal qualification in health and safety, i.e. NEBOSH Diploma, NVQ Level 4 soon to be level 5, postgraduate Diploma/MSc in health and safety or similar.

7.0 SUPERVISION

7.1 All officers will be shadowed by an experienced officer on at least one full inspection every 12 months. The *experienced officer* should provide feedback to the officer on all aspects of the inspection (including enforcement action taken and re-visits to ensure compliance) and in particular on matters relating to consistency of standards applied and enforcement action taken to achieve these. New officers to the authority without previous health and safety enforcement experience will be shadowed once every 6 months for the first 2 years.

**ACTION PLAN FOR SOUTH DERBYSHIRE DISTRICT COUNCIL
HEALTH & SAFETY TEAM**

| AREA | ACTION | REVIEW DATE | COMPLETION DATE |
|--|--|--|---|
| 1. Sufficient Resources allocated to H & S | New E.H.O. | March 2002 | June 2002 |
| 2. Enforcement Policy | Committee February 2002, Implementation April 2002 | April 2002 | April 2002 |
| 2. Enforcement Policy Summary Policy | Preparation for February Committee | February 2002 | April 2002 |
| 4. Procedures | Introduction of all policies to date April 2002 | July 2002 | April 2002 |
| 5. Work Programme service Plan 2002/2003 | Already prepared | August 2002 | March 2003 |
| 6. Work programme 2003/2004 | Preparation commencement September 2002 | December 2003 - copy to HELA | March 2003 |
| 7. New Computer Database If approved Delivery of equipment Implementation of system | Report already with Committee Delivery by supplier Setting system up for use within SDDC installation of Hard Ware , training , setting up codes etc | March 2002 for final decision | April 2002 May 2002 3 – 6 months after delivery |
| 8. Additional Resources E.H.O. | Report already with Committee | March 2002 for final decision | April 2002 |
| 9. Planned Inspection Programme | 1. Work already commenced on verifying High Risk Premises. 2. Preparation of Questionnaire 3. Desk top Exercise on those premises not risk rated 4. Devise planned inspection programme for 2002/2003 for High Risk and medium risk premises. | Sept 2001 February 2002 February 2002 June 2003 | |

| AREA | ACTION | REVIEW DATE | COMPLETION DATE |
|--------------------------------------|--|------------------------|-----------------|
| 10. Relevant Guidance Available | Only 2 LAC's missing – not in HSE index, Access to closed site | N/A | January 2002 |
| 11. Investigations | New computer system required (See 7 Above) | | |
| 12. Performance management & Reviews | Noted | | |
| 13. Statutory Notices | Review of Notes | Part of Managers Audit | December 2001 |
| 14. Letters | Addition of Legislation in letters | Part of managers Audit | DECEMBER 2001 |
| | Timetable for Completion of work | As Above | December 2001 |
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