

**REPORT TO:** Cabinet Member - Environmental

**DATE:** 30<sup>th</sup> June 2010

**SUBJECT:** **HEALTH AND SAFETY INTERVENTION PLAN FOR 2010/11**

**WARDS AFFECTED:** All

**REPORT OF:** Peter Moore  
Environmental & Technical Services Director

**CONTACT OFFICER:** Terry Wood  
Commercial Section Manager  
Tel: 0151 934 4301

**EXEMPT/  
CONFIDENTIAL:** No.

**PURPOSE/SUMMARY:**

To approve the proposed Health and Safety Intervention Plan for 2010/11, which complies with statutory guidance.

**REASON WHY DECISION REQUIRED:**

Mandatory guidance to Section 18 of the Health and Safety at Work Act 1974 requires local authorities to produce a plan of interventions each year. To have this plan approved by elected members demonstrates the organisation's commitment to Health and Safety at Work service.

**RECOMMENDATION(S):**

That Cabinet Member – Environmental approves the Health and Safety Intervention Plan for 2010/11.

**KEY DECISION:** No.

**FORWARD PLAN:** N/A.

**IMPLEMENTATION DATE:** Immediately following the expiry of the call in period for this meeting.

**ALTERNATIVE OPTIONS:**

None, it is a mandatory statutory requirement to produce a plan.

**IMPLICATIONS:**

**Budget/Policy Framework:** None arising from this report.

**Financial:**

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2008/ 2009 £</b>	<b>2009/ 2010 £</b>	<b>2010/ 2011 £</b>	<b>2011/ 2012 £</b>
Gross Increase in Capital Expenditure	-	-	-	-
Funded by:	-	-	-	-
Sefton Capital Resources	-	-	-	-
Specific Capital Resources	-	-	-	-
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure	-	-	-	-
Funded by:	-	-	-	-
Sefton funded Resources, within existing budget	-	-	-	-
Funded from External Resources	-	-	-	-
Does the External Funding have an expiry date? Y/N				
How will the service be funded post expiry?	N/A			

**Legal:** Any legal implications will be reported separately.

**Risk Assessment:** Enforcement of Health and Safety at Work legislation is a mandatory statutory duty.

**Asset Management:** N/A.

**CONSULTATION UNDERTAKEN/VIEWS**

**CORPORATE OBJECTIVE MONITORING:**

<u>Corporate Objective</u>		<u>Positive Impact</u>	<u>Neutral Impact</u>	<u>Negative Impact</u>
1	Creating a Learning Community	√		
2	Creating Safe Communities	√		
3	Jobs and Prosperity	√		
4	Improving Health and Well-Being	√		
5	Environmental Sustainability		√	
6	Creating Inclusive Communities	√		
7	Improving the Quality of Council Services and Strengthening local Democracy	√		
8	Children and Young People		√	

**LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT**

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## Background

- 1 Cabinet Member – Environmental will recall a report on 23<sup>rd</sup> September 2009 informing him of the mandatory guidance from the Health and Safety Executive (HSE) on what standards are required of local authorities when enforcing the Health and Safety at Work Act 1974. Part of this guidance is that every local authority must set out its priorities and plan of interventions for the year.
- 2 This plan must take into account four facts:-
  - HSC's priorities;
  - national and regional priorities, targets and plans;
  - locally derived objectives; and
  - relevant guidance and policies.
- 3 Any plan which is developed should be done in such a way that allows local authorities to target their interventions:-
  - to maximise their impact in improving health and safety outcomes;
  - on securing action by duty holders to manage and control the health and safety risks of their work activities;
  - on the duty holders who are best placed to control the risks whether they be employers or others;
  - on other organisations and stakeholders that can influence risk reduction;
  - on activities that give rise to serious risks or where hazards are least well controlled;
  - to stop those that seek economic advantage from non-compliance (e.g. rogue traders);
  - in accordance with national guidance on intervention and priority planning;
  - in accordance with local, regional and national programmes.
- 4 Attached as Annex 1 to this report is the proposed Health and Safety Intervention Plan for 2010/11.

## Sefton Council Environmental Protection Department

### Health and Safety Intervention Plan 2010/2011

#### Overall Aim of the Service

To work with duty holders and others to protect people's health and safety in commercial premises, for which we are the enforcing authority, by ensuring hazards and risks in the changing workplace are managed properly by those who have a duty to do so.

#### Our key delivery priorities are:

- To ensure management of the risks to health and safety in high risk, poor performing and/or rogue trader businesses and those who seek to gain an advantage by non compliance with the law. (Targeted approach to risk in line with Better Regulation agenda)
- We will seek to use a range of risk-based interventions targeted upon:-
  - Improving H&S outcomes
  - Securing action by relevant duty holders
  - Those that influence risk reduction
  - Serious risks & least controlled hazards
  - Those that seek economic advantage from non-compliance
  - National guidance on interventions & priorities
  - Local, regional & national programmes
- The investigation of major injury incidents and fatalities in line with HSE guidance and our enforcement policy (National justice agenda and used to assess and target poor management in line with Better Regulation.)
- To investigate requests for service about health and safety matters in line with the authority's performance targets and to give advice or take appropriate action where found necessary
- On all inspections, target the role of directors and employees in good health and safety compliance.

#### Local Priorities

- Target high risk premises (A and B rated) to include them in the programmed work plan (use FIT 3 topics for areas to be inspected)
- Work place Violence. Target vulnerable premises identified by accident reports or from statistical evidence from police and community safety (local Crime and Disorder Issue in association with Police and community safety)
- LPG installation and pipeline inspections. Inspect all premises with fixed LPG installations as identified high risk in the HSE pipeline survey (Gill report)

- Sun bed centres. inspect a percentage of premises to ensure that the requirements of under age usage and over usage are addressed
- Use alternative intervention techniques. to give 'C' rated premises health and safety information and improve and update our database information

### **Delivery of Fit 3 Program.**

- Slips, Trips in catering, inspect catering premises as part of the national project
- Inspect a percentage of the warehouse/ builders merchants sector to target all FIT 3 issues
- Disease Reduction Programme, continue the managing asbestos advice and inspect asbestos removal jobs which are notified to us.

### **Working in Partnership**

- Contribute to joint HSE and LA inspection initiatives as detailed in HSE's FOD NW Partnership Work Plan 2010/11.
- Work with local Liaison group, Environmental Health Cheshire and Merseyside, to ensure a consistent approach to Health and Safety enforcement across the county and make a contribution to EHCM projects.
- Continue to develop "Flexible Warrant" Scheme with HSE and other LAs to allow better use of scarce joint resources in clearly defined project areas.
- Take opportunities to develop new partnerships and maintain existing ones where they would benefit the aims and priorities of the service, including Primary Authority agreements where appropriate.

### **Enforcement and Consistency**

- To ensure enforcement decisions are consistent with our Enforcement Policy, the HSE's Enforcement Policy Statement and the Enforcement Management Model. To ensure proportionate, consistent, transparent and accountable enforcement – (part of the Better Regulation agenda)
- Where possible publicise the results of our intervention work to inform business and members of the public on standards of health and safety in the Sefton area. (transparent and accountable enforcement)
- Use RDNA tools to target training and development to our staff to ensure competence and take up any training offered by HSE and others and also provide in house training where the expertise is available. (Encourages staff retention / recruitment and ensures credibility with local business)
- Develop the authorities S18 compliance system using the HSE's toolkit to ensure full compliance with the standard by March 2011 and update the database to reflect the requirements of the new LAC 67/2.

# Intervention Plan

Sefton Council - Intervention Plan - Health and Safety at Work Act 1974 – 2010/11

What	How	Where	(When)	Who
<b>1. Target high risk/poor Performing / rogue traders</b>	<b>150 Inspections 50 Revisits</b> (estimated)  Using FIT 3 topics (incorporate inspections in initiatives stated in intervention plan)	Based on local knowledge/intelligence and database and accident reports A, B rated premises	Throughout Year	Inspector A Inspector B Inspector C Inspector D
<b>Performance Indicators:</b> Improve overall confidence in management scores in businesses inspected by 30% Reduce premises classifications by 10% e.g. A's improved to B's etc				
<b>2. Major Injuries / Accidents</b>  (Team Triage system)	Examine all reported , notifiable accidents and carryout accident investigations Using HSE Investigation criteria to determine priority investigations	Investigations required as result of reported accidents on RIDDOR site or RFS reports and meet HSE criteria	Throughout the Year	Principal Inspector A Inspector B Inspector C Inspector D
<b>Performance Indicators:</b> 95% of all accidents that meet HSE criteria investigated				
<b>3. Requests for Service.</b> investigate requests for service about health and safety matters and to give advice or take appropriate action where found necessary (Team Triage system)	<b>300 RFS</b> advice and <b>75 investigations/</b> visits, in line with the authority's performance targets	Advice by telephone and email where appropriate and site investigations if required	Throughout the Year	Principal Inspector A Inspector B Inspector C Inspector D
<b>Performance indicators</b> 90% RFS dealt with in 5 days and resolved as required by the council performance targets.				
<b>4. Work Place Violence</b>	Joint initiative with other EHC&M authorities, Police and community safety. Target <b>50 inspections</b> <b>50 mailshot</b>	Target premises identified as vulnerable including Crime reports via Police.	Throughout the Year	Inspector A Inspector B Inspector C Inspector D

What	How	Where	(When)	Who
<p><b>Performance Indicators:</b> Workplace Violence - adequate management controls in place at 95% of inspected premises; violent incidents reported to police reduced by 50%</p>				
<p><b>5. Sun bed centres and tanning studios</b> Sun bed use and violence issues</p>	<p><b>50 inspections</b> <b>10 revisits</b></p>	Target known sun bed centres and identify new premises	Throughout the year	Inspector A Inspector B Inspector C Inspector D
<p><b>Performance Indicators:</b> Workplace Violence - adequate management controls in place at 95% of inspected premises; violent incidents reported to police reduced by 50%</p> <p>Use of sun beds controlled to prevent use by under 18's and over use by all</p>				
<p><b>6. Tattooist &amp; Piercing</b> Inspect and register all notified tattooist and piercers that fall under legislation and respond to complaints</p>	<p>Joint inspections with HPA, Control of Infection Nurses.</p> <p><b>10 inspections</b> <b>5 service requests</b></p>	Target premises and operators who are notified to dept.		Inspector A Inspector B Inspector C Inspector D
<p><b>Performance Indicators:</b> Inspect 100% of premises &amp; operators notified to dept.</p>				
<p><b>Disease Reduction Programme</b></p> <p><b>7. Duty to manage asbestos</b></p>	<p><b>100 advice visits</b> during another intervention</p> <p><b>5 Inspections</b> of asbestos removal works</p>	Target all premises where H+S visit carried out  Where ABS5 received	Throughout the Year	Inspector A Inspector B Inspector C Inspector D
<p><b>Fit3 Program</b></p> <p><b>8.. Slips and trips in catering</b></p>	<p><b>80 targeted visits</b> to catering premises</p> <p>HSL visits to selected premises</p>	Catering premises identified as 'E' on food safety database	Quarter 2 and 4	Inspector A Inspector B Inspector C Inspector D Officers from food safety team
<p><b>9. Falls from height</b></p>	<p><b>30 targeted visits</b> Warehouses/<u>motor vehicle repairers</u> (MVR)</p>	Warehouses and builders merchants, <u>MVR</u> , identified from data base or other intelligence	Quarter 1 and 3	Inspector A Inspector B Inspector C Inspector D



<b>What</b>	<b>How</b>	<b>Where</b>	<b>(When)</b>	<b>Who</b>
<b>10. MSD in warehousing</b>	<b>30 targeted visits</b> <u>Warehouses/motor vehicle repairers (MVR)</u>	Warehouses and builders merchants, <u>MVR</u> identified from data base or other intelligence	Quarter 1 and 3	Inspector A Inspector B Inspector C Inspector D
<b>11. Transport in warehousing and</b>	<b>30 targeted visits</b> <u>Warehouses/motor vehicle repair (MVR)</u>	Warehouses and builders merchants, <u>MVR</u> identified from data base or other intelligence	Quarter 1 and 3	Inspector A Inspector B Inspector C Inspector D
<b>Performance Indicators:</b> Fit 3 Program – Program completed and overall contribution to Revitalising target				
<b>12. LPG Inspection campaign</b> Inspect all fixed LPG installations to check for sound installations which comply with required standards	In partnership with the HSE <b>10 inspections</b>	targeted visits to premises identified by HSE pipe work survey	Throughout the Year	Principal Inspector A Inspector B Inspector C Inspector D
<b>Performance indicators</b> All those visited have a sound LPG installation/pipe work which meets the required standards. Duty holders know their responsibilities and are acting accordingly				
<b>13. Noise at work (entertainment)</b>	Aintree grand national meeting.  Respond to complaints	Attend meetings in relation to Grand National meeting, enforce regulations	Throughout the year	Principal Inspector A Inspector B Inspector C Inspector D
<b>Performance indicators</b> All those visited have a knowledge of regulations and are working towards compliance or comply				
<b>14. College interventions</b>	Referral of tame colleges to HSE re Interventions. Southport and Hugh Baird College agree d interventions	Assist HSE/ attend events		Principal Inspector A Inspector B Inspector C Inspector D

What	How	Where	(When)	Who
<b>Performance indicators</b>				
<b>15. Joint HSE/LA initiatives</b> <ul style="list-style-type: none"> <li>• <b>Chemicals in SME's-MVRs</b></li> <li>• <b>Local Exhaust Ventilation-LEV-MVR, Nailbars</b></li>   <li>• <b>Care Homes-lifting equipment</b></li>   <li>• <b>Safe Interventions-Balers/supermarkets, Warehouses</b></li>   <li>• <b>Hand Car Washes Project</b></li>   <li>• <b>VOSA Vehicle &amp;operator Services Agency (VOSA)</b></li> </ul>	<p>See pt's 9,10,11 incorporate in inspections</p> <p><b>20 inspections</b> see pt 8</p> <p>See Pt's 9,10,11 Incorporate during warehouse inspections</p> <p><b>5 inspections</b></p> <p>Distribution of Moving Good Safety Packs – following HSE referrals</p>	<p>Target during inspections of MVR,</p> <p>Possible flexible warrant. Visit non attendees following SHADs</p> <p>Possible flexible warrant, incorporate in response to complaints.</p>		<p>Inspector A Inspector B Inspector C Inspector D</p> <p>Officers from Food Safety Team</p> <p>Inspector A Inspector B Inspector C Inspector D</p> <p>Ditto</p> <p>Ditto</p>
<b>Performance indicators</b> Inspect 100% of premises allocated for inspection- some will be HSE referrals				
<b>16. Events</b> <p><b>Joint HSE/IA events</b></p> <ul style="list-style-type: none"> <li>• <b>Tattooist/body modification-Awareness invent for industry</b></li> </ul> <p><b>Sefton Events</b></p> <ul style="list-style-type: none"> <li>• <b>Aintree – Grand National</b></li> <li>• <b>Woodvale Rally</b></li> </ul>	<p>Merseyside and Cheshire awareness event for businesses. PCT &amp; Police</p> <p>Attend SESAG and planning meetings</p>	<p>Merseyside/Cheshire Venue TBC</p> <p>Inspect events during operation</p>	<p>All year 6,7&amp;8 Aug 2010, April 2011</p>	<p>Principal Inspector A Inspector B Inspector C Inspector D</p> <p>Ditto</p>
<b>Performance Indicators:</b> Attend 90% planning meetings & inspect events in operation.				

<b>What</b>	<b>How</b>	<b>Where</b>	<b>(When)</b>	<b>Who</b>
<b>17. Petshops/Animal Boarding (licensed Premises)</b>	Inspect all licensable premises			Officer A
<b>Performance Indicators:</b> Inspect 100% licensable premises				
<b>18. Section 18 compliance</b>	Review of existing policies and procedures against section 18 toolkit Devise or rewrite and implement as necessary. Partake in EHCM audit process	use section 18 toolkit	Throughout the Year (To ensure full compliance by March 2011)	Section manager and Principal
<b>Performance Indicators:</b> Review of section 18 compliance. completed by March 2011 to ensure authority compliant				
<b>19. Officer Training</b> Ensure all officers are adequately trained and kept up to date on current H+S issues	Officers to complete RDNA assessments and use grip tool to identify areas of development needed	Self learning, peer training and formal courses where appropriate. As identified by RDNA meetings	Throughout the Year	Principal All H+S team officers. Any other enforcement officers with H+S involvement
<b>Performance indicators</b> All authorised officers are competent in the topics of the intervention plan and are competent in health and safety generally				
<b>20. Partnership work with EHC+M, HSE and LACORS</b>  <b>See pt 15/16 joint initiatives &amp; events</b>	Attend EHC+M liaison group meetings and other regional and national meetings were needed by the group	Various locations	Throughout the year	Principal

What	How	Where	(When)	Who
<b>Performance indicators</b> 90% of meetings attended				
<b>21. Database cleansing in line with LAC67/2 – new risk rating scheme</b>	Adaptions to Flare database		Quarter 1 and 2	Principal and Section Manager & Admin support