



REPORT TO EXECUTIVE

PORTFOLIO AREA: ENVIRONMENT & INFRASTRUCTURE

Date of Meeting: 2nd July 2007

Public

Key Decision: No

Recorded in Forward Plan: Yes

Inside Policy Framework

Title: Occupational Health & Safety Service Plan

Report of: Director of Community Services

Report reference: CS 38/07

Summary: Section 18 of the Health and Safety at Work etc Act 1974 requires local authorities to perform their duties in accordance with guidance issued by the Health & Safety Commission.

One requirement is that the Authority produces an annual Occupational Health & Safety Service Plan that is agreed by Members.

Recommendations:

It is RECOMMENDED that:-

- (1) The Executive approves the attached Health & Safety Service Plan for 2007-8
- (2) This report is referred to Community Overview and Scrutiny meeting on 30th August 2007

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

1. BACKGROUND INFORMATION AND OPTIONS

- 1.1 The Health and Safety Commission (HSC) recently revised its Enforcement Policy Statement and has issued guidance to local authorities under Section 18 of the Health and Safety at Work etc Act 1974. This guidance is mandatory and sets out the broad principles and framework in which local authorities should operate.
- 1.2 Local Authorities are required to make adequate arrangements for the enforcement of health and safety law.
Section 18 of the Health and Safety at Work etc Act 1974 requires local authorities to produce and make available an annual health and safety service plan which is agreed by Members and shows the arrangements for contributing to HSC priorities. The plan should also take into account local needs & identify both reactive and proactive work, planned promotional and educational activity.
The Service Plan for 2007-8 has been drawn up taking full account of the Cumbria Health and Safety Liaison Groups (H&SLG) work plan

2. CONSULTATION

- 2.1 Consultation to Date. None required
- 2.2 Consultation proposed. Community Overview and Scrutiny

3. RECOMMENDATIONS

- (1) The Executive approves the Health & Safety Service Plan for 2007-8
- (2) This report is referred to Community Overview and Scrutiny meeting on 30th August 2007

4. REASONS FOR RECOMMENDATIONS

The Service Plan has been produced in accordance with HSE guidance. It sets out how the Health and Safety service will be delivered during the year & identifies targets for 2007-8

The Health and Safety Commission's mandatory guidance states that Members must approve the Plan

5. IMPLICATIONS

- Staffing– It is intended that all matters referred to in the attached Plan will be met within existing resources.
- Financial - Pending the results of the Service Review the budgetary implications need to be assessed
- Legal – S 18 Guidance is mandatory therefore the Council has a duty to comply with its requirements
- Corporate – The Rogers Review recently identified that ‘the improvement of health in the workplace’ as a major enforcement priority for all LA’s. The reason for this decision is that 4% workers in LA enforced sectors experience illness caused by or exacerbated by their occupation

The Plan indicates how the Team will deliver the Authorities statutory duties and also contributes to the Corporate priority of a ‘Clean, Green and Safe’ Carlisle

- Risk Management – An increase in notifiable incident/accident investigation work could disrupt other statutory work
Risks are incorporated in the Councils risk register
- Equality Issues – Nil
- Impact on Customers – Failure to deliver an effective Health and Safety service may result in deteriorating standards across Carlisle, which may impact on the business community and the City Councils reputation
- Environmental – Nil
- Crime and Disorder – Health and Safety legislation can be used to deal with some aspects of crime and disorder in retail and entertainment sectors

Carlisle City Council

HEALTH & SAFETY

SERVICE PLAN

2007-8

Carlisle City Council

HEALTH & SAFETY SERVICE PLAN

2007-8

1.0 Introduction

The service plan tells you how we will protect and promote health and safety in the premises which we have enforcement responsibility for in the Carlisle area. It links with the Community Services Directorate Plan, our Health and Safety Enforcement Policy, our Accident Investigation Policy and with the City Council priority of 'Clean, Green and Safe'. The plan provides information on the service provided, the means by which the service is provided and information regarding performance targets and how they will be achieved.

Enforcement of health and safety is divided between the Health and Safety Executive (HSE) and Local Authority.

2.0 Service Plan

Health and Safety enforcement is a mandatory function carried out by the Food, Health & Safety Team, which forms part of Environmental Services within the Community Services Directorate.

The Rogers Review recently identified the improvement of health in the workplace as a major enforcement priority for LA's.

Local Authorities Co-ordinators of Regulatory Services (LACORS) believes that this national priority should form an integral part of the new national performance framework for local government being developed by LGA/IDeA to help drive improvement and secure better

The service involves

- carrying out a programme of planned inspections of premises which we have enforcement responsibility for
- investigating workplace accidents and occupational ill health
- investigating complaints
- providing advice and information to businesses

- promoting a consistent approach to enforcement outcomes for communities in these important frontline council services.

3.0 Objectives of the Service

- 3.1 To improve workplace safety & health through a programme of workplace inspections and advice.
- 3.2 To make available a comprehensive range of health and safety information for businesses.
- 3.3 To contribute on a local and national level to the Health and Safety Executive/Local Authority Enforcement Liaison Committee (HELA) Strategic Plan in order to reduce injury and ill health associated with work activities.
- 3.4 To comply with the mandatory Section 18 guidance on enforcement of health and safety law issued by the Health and Safety Commission (HSC).

4.0 Background Information

- 4.1 The total number of premises that the Council has enforcement responsibility for is approximately 3000.
- 4.2 Each year approximately 150 reportable accidents/incidents are recieved
- 4.3 The total number of requests for health and safety service in 2006-7 was 27 (complaints only).
- 4.4 The number of complaints made against the service was 0.

5.0 Performance Targets

This table details the proposed health and safety performance targets for 2007-8 & indicates performance for 2006-7

Target for 2006/2007	Achievement 2006-7	Target for 2007-8	Resources Needed*
Inspect premises in accordance with HSE requirements Target 60%	A total of 159 inspections were carried out (see para 6.1)	Achieve 60% of inspection targets for health and safety premises rated A, B1 & B2.	To be done within existing resources
To implement the requirements of the inter-authority auditing programme 2005 in order to improve our compliance rating for Management of H&S function in accordance with HSE requirement	Following a re-assessment - Level 2 achieved	Address the outstanding requirements of the action plan in order to improve our score from 2 to the minimum required by HSE of 3	To be done within existing resources
To contribute to the HSE FIT3 agenda	See Section 7	In conjunction with Cumbria HSLG to carry out work in its Work Plan for 2007-8 (see app 2)	To be done within existing resources
To investigate all notifiable accidents in accordance with City Council policy		New Target – 100%	To be done within existing resources
Respond to 100% requests for service in specified time	100%	Respond to 100% of requests for service within 5 days	To be done within existing resources

N.B. *Resources are currently being considered as part of the Service Review

6.0 Review of Performance in 2006/2007

6.1 Health and Safety Inspections

The inspection target of 60% of planned inspections has not been met. A total of 159 inspections were carried out over the year, but due to ongoing problems of accuracy with the Teams database, it is not possible to say which were scheduled to be done in the year. Priority was given to inspecting those businesses thought to represent the highest health and safety risk.

An additional full time H&S post was established in Spring 2006 and was filled in October 2006
As a result of this appointment significant progress has been made towards achieving targets.

6.2 Requests for Service

The performance in responding to requests for service within 5 working days in health and safety matters was 100% compared with the Unit's target of 95%. A 'stretch' target of 100% is proposed for 2007-8

6.3 Accident Investigations

All accidents warranting investigation were followed up either by letter or by a site visit. 62 visits were made to investigate accidents.

Members will be aware of the successful prosecution mounted against a local leisure provider, following an investigation into an accident involving serious injury to an employee. This involved a total of 93 officer hours, representing a significant amount of resource.

The defendant opted for the case to be heard in the Crown Court and pleaded guilty to one offence under the Health and safety at Work etc Act 1974. A fine of £20,000 was imposed and costs of £18,500 were awarded to the Council.

Incidents of such a serious nature as this must take priority over other work and performance in other areas may suffer as a result.

6.4 Compliance with Section 18 Guidelines

Members will recall that health and safety enforcement management was subject to an inter-authority audit in 2005. Following receipt of the audit report an action plan was drawn up & implemented.

The Auditors made a follow-up visit in March 2007. The Authority was deemed to have achieved Level 2 compliance. (The minimum being Level 3)

Auditors praised the amount of progress that had been made by the Team with limited resources, but were unable to say that the minimum compliance level had been reached.

This is due to the ongoing problems of accuracy with the Teams database, which means that an accurate programme of inspections cannot be drawn up. A significant amount of work has been done and continues to be done to ensure the database contains up-to-date comprehensive, risk rated information for all those businesses that the Council is responsible for.

Resources will continue to be targeted to this issue with a view to achieving Level 3 this year.

The Council identified capital funding in 2006-7 for the purchase of an 'off the shelf' database which it is anticipated will be purchased and installed this year – this will allow for closer & more accurate management of the service.

An Environmental Services review is to take place this year, and as part of that review, the Health and Safety resource will be benchmarked against other similar Authorities

(The auditors final report letter is available should Members wish to see it)

6.5 Involvement with HSE Enforcement Initiatives

The Cumbrian Health & Safety Liaison Group (HSLG) took part in several enforcement initiatives (in accordance with guidance from the HSE) - including slips and trips & workplace transport.

Carlisle was able to contribute to these initiatives for the first time as detailed in App 1

7.0 Cumbria Health & Safety Liaison Group Plan of Work 2007-8

Cumbria HSLG has drawn up a work plan for 2007-8, which demonstrates the anticipated LA contributions to HSE 'Fit 3' initiatives (described at annex 2) All 6 Cumbrian LA's are asked to agree and participate in this plan. Doing so will ensure that Carlisle City Council demonstrates its commitment to its statutory obligations and is a follow on from the Authority signing the 'Working Together in Partnership' document with the HSE in Autumn 2005.

Full participation in this Plan of Work is one of the Teams targets for 2006-7, but at the time of drafting further guidance from the HSE was awaited regarding anticipated Local Authority involvement in some Fit 3 topics

A full report of all work undertaken within the terms of this work plan will be made to members in 2007

App 1 Carlisle City Council contribution to Cumbria H&SLG Fit 3* targets for 2006-7

Area	Target	Achievement	Individual Carlisle CC Contribution
1. Slips & Trips	<ul style="list-style-type: none"> 15 revisits per authority 4 'slip risk' assessments a month. 	<ul style="list-style-type: none"> Variable revisits per LA Variable assessments recorded 	<ul style="list-style-type: none"> 11 proactive visits 1 press release
2. Workplace Transport	<ul style="list-style-type: none"> priority during inspections of relevant premises. The Group will seek web based guidance 	<ul style="list-style-type: none"> Continues Halton BC have produced guidance which the group can seek to utilise 	<ul style="list-style-type: none"> Prioritisation of work load did not allow Carlisle to contribute to this area
3. Musculoskeletal Disorders	<ul style="list-style-type: none"> raise the profile of Musculoskeletal issues Backs 2006 	<ul style="list-style-type: none"> Continues Variable per LA 	<ul style="list-style-type: none"> 6 proactive visits 1 press release
4. Stress	<ul style="list-style-type: none"> raise the profile of work-related stress during inspections of relevant premises 	<ul style="list-style-type: none"> Continues as part of routine inspection work 	<ul style="list-style-type: none"> The H&SLG did not set any specific targets for this
5. Falls From Height	<ul style="list-style-type: none"> reactively address falls from height in inspections, accident and complaint investigations 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> 2 accident investigations
6. Asbestos	<ul style="list-style-type: none"> seminar for businesses/duty holders 	<ul style="list-style-type: none"> Held in March 2006 	<ul style="list-style-type: none"> 3 interventions
7. Contact Dermatitis	<ul style="list-style-type: none"> addressed in programmed inspections at relevant premises. Bad Hand Day Campaign (This campaign was not initially part of the 2006 work plan but additional work undertaken) 	<ul style="list-style-type: none"> Ongoing All LA took part 	<ul style="list-style-type: none"> 10 proactive visits 1 press release 1 radio interview 12 businesses mailshotted
8. Occupational Asthma	<ul style="list-style-type: none"> raised during food inspections A mail shot 	<ul style="list-style-type: none"> Ongoing Being set up nationally 	<ul style="list-style-type: none">

9. Royal Mail Intervention	<ul style="list-style-type: none"> identify the local Royal Mail premises and organise LA/HSE joint inspections. 	<ul style="list-style-type: none"> Nationally dropped as a topic area 	–
10. LOPP	<ul style="list-style-type: none"> local initiatives & proactive inspections at companies designated under the LOPP scheme will be undertaken in accordance with the Engagement Plan provided by the company's account manager 	<ul style="list-style-type: none"> Ongoing 	
11. Grounds Maintenance	<ul style="list-style-type: none"> Consider Feasibility of second event in the East of the County 	<ul style="list-style-type: none"> H&SLG made the decision not to hold such an event due to resources and consideration of numbers of delegates v cost 	-
12. Communication and Media outlet	<ul style="list-style-type: none"> investigate the existing outlets within Cumbria increase media promotion of campaigns and promotional work. 	<ul style="list-style-type: none"> Press link group member established Press releases issued throughout the year 	<p>Allerdale BC</p> <p>Examples include: Asbestos event, Bad Hand Day etc</p>
13. Inter Authority Audit	<ul style="list-style-type: none"> Complete the current IAA exercise 	<ul style="list-style-type: none"> Reports being finalised 	-
14. Other	<ul style="list-style-type: none"> Members and Chief Officer training event Officer training 	<ul style="list-style-type: none"> Held in June 2006 A number of local events were held in partnership with HSE 	<ul style="list-style-type: none"> Enforcement officers attended examples include: Electrical Safety, Fit 3 Programme,

* 'Fit 3' is an ongoing campaign for both the HSE and LA's aimed at reducing the incidence of injury and ill health at work.

The 'Fit for work, fit for life, fit for tomorrow' campaign sees health and safety officers working with local businesses to improve safety and reduce stress, ill health and absence among staff.

App. 2 Cumbria H&SLG Fit 3 targets for 2007-8

HSE FIT 3 TOPIC	ACTIVITY	TARGET
Safety & Health Awareness Day	To cover a variety of FIT 3 issues by presentation/display	100 Cumbrian businesses to attend
Slips/Trips (largest cause of accidents in Cumbria)	Specific details of HSE Campaign not yet known	Min of 5 targetted visits in early 2008
Workplace Transport	To be discussed during relevant inspections	Proactive interventions made as required
Better Backs	Focus on manual handling & push/pull activities	Min of 5 targetted visits
Falls from Height	Ladder Safety Campaign (June/July)	Min of 5 targetted visits
Asbestos	Raise awareness with relevant workers	Proactive interventions made as required
Contact Dermatitis	Raise awareness with Catering workers	Min of 10 targetted visits
Occupational Asthma	Produce an information pack for relevant occupations	Proactive interventions made as required
Moving Goods Safely	Focus on high risk builders merchants & steel stockholders	Proactive interventions made as required
Noise at Work	Raise awareness of new regulations due April 2008	Proactive interventions made as required