



REPORT TO EXECUTIVE

PORTFOLIO AREA: SUSTAINABLE COMMUNITIES & ENVIRONMENT & INFRASTRUCTURE

Date of Meeting: 25th September 2006

Public

Yes

Key Decision: Yes

Recorded in Forward Plan:

Inside Policy Framework

Title: Occupational Health & Safety Service Plan

Report of: Director of Community Services

Report reference: CS 42/06

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 (Annex 1) that is agreed by Members.

Another requirement is for the Authority's Health & Safety management system to be regularly monitored, reviewed and audited. The results of such an audit should be developed into an action plan to promote continuous improvement. Such an audit took place in 2005 and an action plan is attached at Annex 3.

Recommendations:

It is RECOMMENDED that:-

- (1) The Executive notes the actions which have been taken to improve performance as set out in Annex 3 of this report
- (2) The Executive approves the Health & Safety Service Plan for 2006/7 (Annex 1&2) as a basis of consultation with the Community O/S Committee
- (3) This report is referred to Community O/S Committee to monitor Service Plan

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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 2006-7 has been drawn up taking full account of the Cumbria Health and Safety Liaison Groups (H&SLG) work plan (attached)

S18 of the Act also requires that any Health and Safety management system shall be effective and frequently monitored, reviewed and audited. The Health & Safety Liaison Group undertook an inter-authority audit of all 6 Cumbrian authorities in 2005 and as a result of that audit, recommendations were made to ensure Carlisle's service improved.

Those recommendations have been developed into an action plan (Annex 3) and many of these have been/are being progressed.

2. CONSULTATION

- 2.1 Consultation to Date. Benchmarking has occurred with other LA's regarding provision of resources
- 2.2 Consultation proposed. Community Overview and Scrutiny Committee

3. RECOMMENDATIONS

- (1) The Executive notes the actions which have been taken to improve performance as set out in Annex 3 of this report
- (2) The Executive approves the Health & Safety Service Plan for 2006/7 (Annex 1&2) as a basis of consultation with the Community O/S Committee
- (3) This report is referred to Community O/S Committee to monitor Service Plan

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 2006-7

The HSC mandatory guidance states that members must approve the Plan
Cumbria H&SLG ask that Authorities also sign their work plan

5. IMPLICATIONS

- Staffing/Financial Resources – It is intended that all matters referred to in the attached Plan will be met within existing resources. Members attention is, however, drawn to the following:-

A new H&S officer post was created in Spring 2006, and there was no appropriate response to the initial advert and re-advertisement is currently underway. Whilst some support can be 'bought in' in the short term, progress on delivering the actions is dependant upon a full establishment in post.

- Legal – S 18 Guidance is mandatory therefore the Council has a duty to comply with its requirements
- Corporate – 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 –
 1. Failure to recruit an appropriate member of staff
 2. Increase in incident/accident investigation could disrupt other work
 3. A major outbreak of food poisoning which would take staff away from Health & Safety duties
- 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

CLEANER, GREENER, SAFER

CARLISLE CITY COUNCIL INTER AUTHORITY AUDIT REPORT ON THE MANAGEMENT OF THE HEALTH & SAFETY ENFORCEMENT FUNCTION – JUNE 2005

ACTION PLAN TO MEET AUDITORS RECOMMENDATIONS – when all actions completed it is anticipated that minimum Level 3 will be met* (see last page)

RECOMMENDATION	LEVEL OF COMPLIANCE At JUNE 2005 *(See last page)	ACTION	PROGRESS UPDATE
Overall level of compliance with s.18 mandatory guidance	1		
Enforcement Policy & Practice The authority should develop and obtain member approval of a Health and Safety Enforcement Policy.	1.5	Report to Executive March 2006	COMPLETED
The authority should publicise and make readily available the amended Health and Safety Enforcement Policy.		Policy on CCC Web-site	COMPLETED
The authority should establish and implement documented procedures for Enforcement. The authority should identify HELA priorities as areas for enforcement and establish a policy to target these areas.		Enforcement Procedure produced	COMPLETED

RECOMMENDATION	LEVEL OF COMPLIANCE At JUNE 2005*	ACTION	PROGRESS UPDATE Or DATE FOR COMPLETION
<p>The authority should establish and implement systems to monitor enforcement action and formalise correspondence monitoring and enforcement notices.</p> <p>The authority should establish and implement systems to monitor consistency of enforcement action.</p>		Responsibility for all H&S enforcement now sits in one Team. One Lead Officer has responsibility for this	COMPLETED
Establish and implement systems for consultation where appropriate and lead authority partners.			April 2007
<p>Work programme & Service Planning</p> <p>The authority should ensure that the service plan for health and safety meets the requirements of section 18-guidance note 3. Include risk based inspection, information on the service that is being provided, implementation of key priorities including HELA priority areas – slips & trips, workplace transport, musculoskeletal disorders falls from height and work place stress.</p>	0.5	Member approval currently being sought for Service Plan	October 2006
The authority should manage the work programme for health and safety based on risk not due date of inspection.		Included in Service Plan	October 2006

RECOMMENDATION	LEVEL OF COMPLIANCE At JUNE 2005*	ACTION	PROGRESS UPDATE Or DATE for COMPLETION
The authority should establish a common database and method of inputting information.		Responsibility for all H&S enforcement now sits in one Team with one d/base	COMPLETED
<p>Staff Competence & Training Review who is authorised throughout Environmental Services Division.</p> <p>Implement a documented policy/procedure and setting out the formal arrangements for the authorisation of officers to enforce health and safety law.</p> <p>Implement arrangements to ensure that officers are only authorised for duties in relation to which they are deemed competent in accordance with s18 Guidance.</p>	1		December 2006
Introduce a minimum training requirement for health and safety officers to ensure competency levels are attained and maintained.			December 2006
Specifically incorporate health and safety within the existing appraisal system i.e. setting out what is expected of officers, including health and safety targets to be achieved and a review of whether these have been achieved or not. This should be linked to the Service Plan.			COMPLETED

RECOMMENDATION	LEVEL OF COMPLIANCE At JUNE 2005*	ACTION	PROGRESS UPDATE Or DATE for COMPLETION
<p>Implement measures to ensure quality and consistency of actions between enforcement officers and between the two teams delivering the health and safety service.</p> <p>Introduce a system to ensure information; including HSC and HELA guidance is effectively shared between officers in both teams.</p>		Responsibility for all H&S enforcement now sits in one Team	COMPLETED
<p>Requests for Service & Accident Investigation</p> <p>The authority should have a documented Accident Investigation Policy which is published and which sets out the criteria on which decisions to investigate will be based and which ensures the most serious incidents are afforded priority.</p>	1.5	Policy produced and approved by Members March 2006	COMPLETED
The authority should produce a documented policy / procedure for responding to complaints/requests for service. (RFS)		Existing policy/procedures amended to take account of H&S RFS	COMPLETED
A common system should be in place for both teams for the recording of, responding to and monitoring of accidents and complaints/service requests (and documented within the relevant procedures)		Responsibility for all H&S enforcement now sits in one Team.	COMPLETED

RECOMMENDATION	LEVEL OF COMPLIANCE At JUNE 2005*	ACTION	PROGRESS UPDATE Or DATE for COMPLETION
A common system should be introduced for the recording and management of F2508 forms.		Responsibility for all H&S enforcement now sits in one Team.	COMPLETED
Clarification is necessary to clearly distinguish which team will deal with premises where there is currently an overlap in relation to accident investigations and service requests.		Responsibility for all H&S enforcement now sits in one Team.	COMPLETED
The separate databases that currently exist in relation to health and safety should be merged, or at the very least readily accessible to both terms.		Responsibility for all H&S enforcement now sits in one Team.	COMPLETED
A system for contacting officers out of normal hours and in emergencies should be introduced.		This is a City Council issue - outside the scope of the H&S Team Manager	?
Monitoring records (the report progress statement) should be completed on all accident investigations report forms.		Accident investigation procedure amended to take a/c of this	COMPLETED
A system should be introduced to ensure officers are aware of premises, which have a Lead Authority, have access to up-to-date information on Lead Authority contacts and know when to contact the same.			December 2006

RECOMMENDATION	CURLEVEL of COMPLIANCE JUNE 2005*	ACTION	PROGRESS UPDATE Or DATE for COMPLETION
Performance Management & Review Review the delivery of the service in each team, combine good practice and develop a range of documented procedures setting out how the various service elements will be delivered.	1.5	Responsibility for all H&S enforcement now sits in one Team.	COMPLETED
Implement a documented system setting out how the authority will measure, monitor and review performance against planned activity and agreed procedures. Standards, targets, performance achieved and the reasons for any variance against these, plus details of the authority's Action Plan produced following this audit should be set out in the annual service plan which should be reported to and approved by members and published for the attention of staff, stakeholders and customers. Targets should make reference to the fact that priority will be given to high risk premises and the more serious accident notifications to ensure the limited resources are directed at those premises which present the highest risk.		Details in Service Plan 2006-7 – currently seeking Member approval	October 2006

The inaccuracies and inherent management difficulties resulting from the use of the two separate databases should be resolved. A single database accessible by or to all health and safety officers should be implemented. A senior officer should have responsibility for the LAE 1 return.		Responsibility for all H&S enforcement now sits in one Team. The Team manager has responsibility for all H&S enforcement issues	COMPLETED
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LEVEL *	COMPLIANCE WITH HSC'S SECTION 18 GUIDANCE – STATUTORY REQUIREMENTS	BEST PRACTICE
0	No compliance with HSC's mandatory Section 18 Guidance	
1 (at June 2005)	Statutory requirements infrequently met	
2	Statutory requirements frequently met	
3	Requirements under HSC's Section 18 guidance fully met	
4	Requirements under HSC's Section 18 guidance fully met	Full commitment to and achieving of best practice

CONCLUSION AND RECOMMENDATIONS of AUDIT TEAM 2005

Must improve to achieve a minimum compliance score of 3.

Review resource implications – National recommended levels for FTE per 1142 premises. Lower/medium/upper. Resource levels @ other Cumbrian LA's – existing resource at Carlisle i.e. Total of 0.8 FTE. Recommended minimum additional recourse of 2 FT EHO posts or equivalent.. Review source of these staff – i.e. internal from Food and Environmental Quality or external i.e. bid for new money. Service historically under-funded but this was concealed by shifting priority focus between other enforcement areas. Now not an option as external audit and BU PI's have been introduced which identify shortcomings in staff resources for statutory roles.



Annex 2

Cumbria Health and Safety Liaison Group



Plan of Work 2006

Signed by

Authority

Date

Review Date: December 2006

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1.0 Introduction

This is the Group's fourth strategic plan and covers the year 2006. The issues the Group are requested to focus on are part of HSC's compliance agenda and include priority programme topics. This plan has been set to ensure that the six Cumbria Authorities are working to achieve the LA's and HSE Working Together in Partnership, 'Fit 3' projects and also local priorities.

The Commission has identified a set of outcomes for particular sectors or hazards where action will be necessary if the revitalising targets are to be achieved. HELA's Strategy for 2001–2004 reflected the desire of the HSC that enforcing authorities focus should be the 'Revitalising Health and Safety' agenda. This is still current as the document has not been superseded. Local Authorities are asked to consider the strategy and use it to inform their local health and safety enforcement objectives and priorities in accordance with HSC's guidance issued under section 18. The Group have utilised this information to focus both promotional and enforcement activities. The Group hope to focus LA resources and where

possible utilise the Enforcement Liaison Officers resources to maximise impact.

In setting this plan for 2006 the Group are aware of the contents of the strategy for 2010 and beyond and the Fit 3 projects. The need to develop closer partnerships is as always a key element. The Group are aware of the current uncertainty regarding the future of the enforcing authority regulations and the roles of HSE and LA's, as such this plan has been set for the period of one year instead of the previous style three year plans.

2.0 General Aims

We will aim to:

- Take action in the priority areas.
- Secure compliance with the law.
- Meet the mandatory guidance given to us by the Government.
- Ensure the necessary skills and competencies are in place amongst the six Cumbria Authorities' Health and Safety Officers.
- Monitor and evaluate our actions to learn from what we do.

3.0 Fit 3 Projects

3.1 Slips and Trips (Watch your Step Campaign) – to improve compliance in the control of health and safety in the workplace and to concentrate particularly on the management of slips so as to reduce the reported slips incidence rate.

The Group will ensure that slips, trips and falls continue to be given adequate focus and priority in inspections, accidents and complaint investigations and other dealings with stakeholders.

Since 2002 the Group have been involved in the trial of the slip assessment tool, 'Kenny', and the Group will continue to utilise this as an inspection tool and as an investigation aide.

This priority area is the largest cause of accidents within Cumbria, see appendix one. The Group therefore need to continue to target this area. The Group will take part in the Watch Your Step follow up campaign. A sample of visits will be made to some of the premise contacted in the January and October 2005 campaigns, the group target has been set at 15 visits per authority to be undertaken in April – June.

Targeted intervention will continue to be made by discussing the topic during routine inspections, investigating accidents in accordance with the accident investigation criteria and continuing to undertake 4 Kenny assessments a month.

3.2 Workplace Transport – The accident statistics indicate that Workplace transport is not a large cause of accidents within this region. It is appreciated that transport risks are to be found in a number of workplaces.

Workplace transport will be a priority area during inspections of relevant premises. The Group will seek to establish web based guidance for use by relevant premises.

3.3 Musculoskeletal Disorders (Backs Campaign) – work on manual handling will continue in 2006.

The Group is to focus on the following predominant manual handling risk activities: stacking/de-stacking, pulling/pushing and general handling. The Group is also requested to focus on residential care homes with histories of reported manual handling injuries or known risks from patient handling.

This topic is included within the inspection checklists and discussed as part of prioritised inspections. The Group aim to deal with this subject with an educational approach initially.

Once feedback has been received on the Backs 2005 campaign the Group will decide how best to continue with this topic, it is expected that the Group will take part in Backs 2006, but the target/contact time will be set so as to be achievable by the six authorities.

3.4 Stress – the Group will raise the profile of work-related stress during inspections of relevant premises, in particular by encouraging employees to take action to manage work-related stress in their organisations.

The topic will remain on the inspection agenda and the Group will respond and investigate all relevant stress related complaints with EMAS support if required. At this stage it has been agreed that the Group will not focus specific resources on this topic as local statistics do not indicate that it is a local priority. The six authorities will ensure that where relevant the details of the Centre for Workplace Health (Workplace Health Connect) are provided.

3.5 Falls from Height – Falls from a height are one of the biggest causes nationally of fatal and major injuries causing approximately 80 fatalities and around 5600 major injuries a year. Although the local accident statistics do not show falls from height to be a major figure within the accident data, the last five fatal accidents in the county have occurred as a result of fall from height incidents.

The Cumbria Authorities have attended HSE training for officers on Work at Height. During 2006 the Group will target some resources into this topic and a county wide campaign will be held to raise the issues of ladder safety. This will be done in conjunction with the Fit 3 project planned nationally for May 2006, although the timing may not be the same.

The Group will reactively address relevant accidents in relation to falls from heights and ensure that falls from height continue to be given adequate focus and priority in inspections, accident and complaint investigations and other dealings with stakeholders.

3.6 Asbestos - Local Authorities were asked to assist in a three-year

programme to promote awareness of, and compliance with, the duty to manage asbestos in buildings. This is still seen as a high priority area for the Group.

In March 2006 the Group in conjunction with the HSE are planning to hold a training seminar for businesses/duty holders. Evaluation of this event will be undertaken.

This is a topic which requires more resources, specific Officer training is required, to a higher standard than previously held locally, and only two authorities have any officers trained to the level necessary to deal with asbestos sampling etc.

October 2006 is the national campaign date and the group would like to commit some resources to this, maybe by visiting some non attendee from the March event.

3.7 Contact Dermatitis Campaign

The Group have given consideration to this target area, however as Allerdale have already done some work in this area and it is not seen as a problem within the county, it is not proposed to specifically target resources into this topic. However, it will be addressed if programmed inspections are undertaken in relevant premises.

3.8 Occupational Asthma

The project identified in Fit 3 is specifically aimed at craft bakeries. Further definition of this is required before a final decision is made on the resources that the Group will commit to this topic. It is proposed that that awareness will be raised during food inspections, relevant information will be passed to duty holders and relevant persons. A mail shot could be undertaken and possibly targeted inspections depending upon numbers involved.

3.9 Cross Cutting Work – Royal Mail Intervention

Further information is to be obtained in relation to this target area, it is not known at this stage how this will fit in with the LOPP scheme. If it is a topic area then it has been agreed that the six authorities would identify the local Royal Mail premises and try and organise some joint inspections.

3.10 Large Organisation Partnership Pilot

The Group will have consideration to the LOPP scheme and will ensure that any local initiatives or proactive inspection work at companies designated under the LOPP scheme will be undertaken in accordance with the Engagement Plan provided by the company's account manager. Reactive work will be undertaken as necessary, and the LOPP manager kept informed of any incidents and action taken.

4.0 Local initiatives

4.1 Grounds Maintenance -This is an area which has been chosen by the Group to take further action. Many of the premises within the Cumbrian authorities require grounds maintenance in some form, from larger hotels, golf courses and caravan sites to smaller establishments.

Following the successful launch of the Grounds Maintenance Pack in October 2005 it is hoped that a second event could be arranged in the East of the County to try and target those businesses who were unable to attend the first event.

All of the authorities now have the pack available on the web site.

4.2 Communication and Media Outlets- The use of newsletters and other communication methods has been discussed, it is recognised that setting up such a system takes a lot of resources and is very time consuming. The Group would like to investigate the existing outlets within Cumbria e.g. existing newsletters and campaigns and determine whether there is a potential to tap into these. It is proposed that we will increase the links with media to help promote campaigns and promotional work. The Group has identified a member to act as press/communication officer and co-ordinate press issues with the assistance of their authority's Communication Officer. The Group are currently progressing a specific HSLG website which will be linked via the LA sites and will provide guidance and information at a local level to businesses.

The Group have increased the use of media resources locally by timing events to coincide with the HSE national media campaigns.

4.3 Inter Authority Auditing- The group has undertaken IAA and each of the six member authorities were audited in 2005/06. The group has learnt lessons from this programme, and based on time required, Officer input and inconsistency between auditors, the group has decided to approach IAA differently over the next five years. It has been agreed that each year an area for audit will be selected and that two officers will audit all the six authorities that year. This gives a smaller amount of work to be audited and consistency across all the six audits. The auditors will change yearly as will the area examined. Over the five year period each authority will have received a thorough audit of all the necessary areas.

5.0 Engagement of Stakeholders

The Commission is committed to providing a system of health and safety that works for all stakeholders, including small firms.

The Group members will discuss, develop and promote methods of communicating with small firms and other difficult to reach stakeholders.

5.1 Trading Standards - The Group is aware of the need to work closely with other organisations and has previously invited the local Trading Standards Officers to attend a meeting which allowed us to discuss areas of cross over between roles. This is an area in which individual LA's have progressed links and joint working on specific issues.

5.2 Child Employment Officer – The Group has established a good working relationship with the local Child Employment Officers covering Cumbria and has set up a two way exchange of information regarding premises with potential concerns in relation to children. The local CEO 's regularly attend meetings to allow exchange of information. At this time the Group are working with the CEO's and HSE to put forward a bid for the funding which is available from the HSL research unit to look at progressing

the work which has been done on child employment in Cumbria by Paisley University.

5.3 Commission for Social Care Inspectorate –Locally historic links to the nursing home inspectorate made it easy to set up routine meetings with the NCSC; when they became the CSCI this continued. Until 2004 links had been good and routinely meetings had been held, since then the meetings have become very sporadic and efforts to ensure the frequency have not been successful. It would appear that this is not just a problem being experienced in Cumbria but also by both HSLG and individual LA's around the country. The Group will continue to attend meetings as and when they are held in the area. The previous meetings have allowed links to be made to local officers in the CSCI and they can be contacted if problems are identified with specific care homes

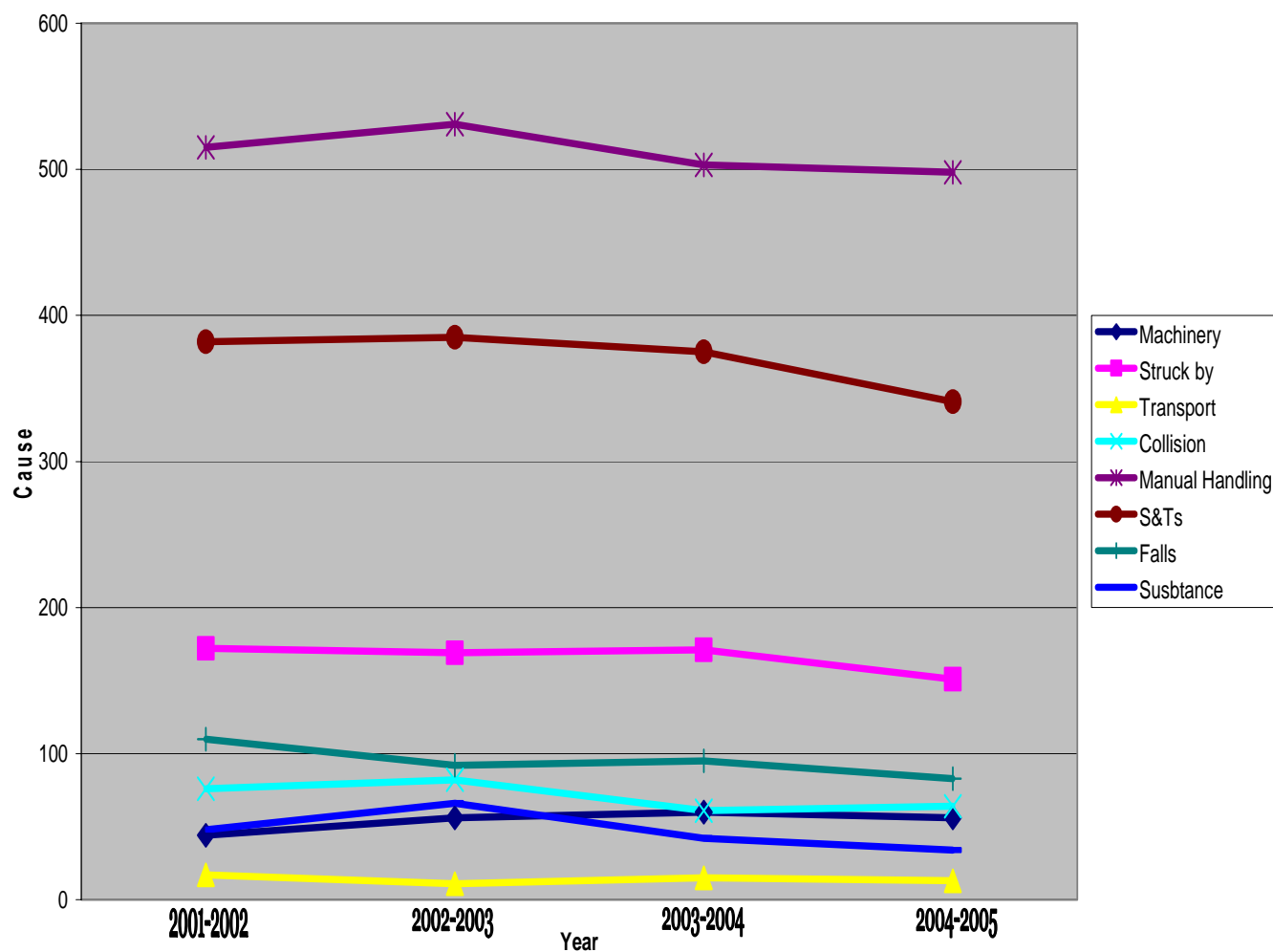
5.4 Other Organisations - The Group acknowledges that there are many different bodies who provide useful links to small businesses and other stakeholders e.g. Trade Unions, Banks, Insurance Companies etc and these will be contacted as and when the Groups work will be enhanced by working with them.

6.0 Appendices

6.1 Accident Data relating to Cumbria

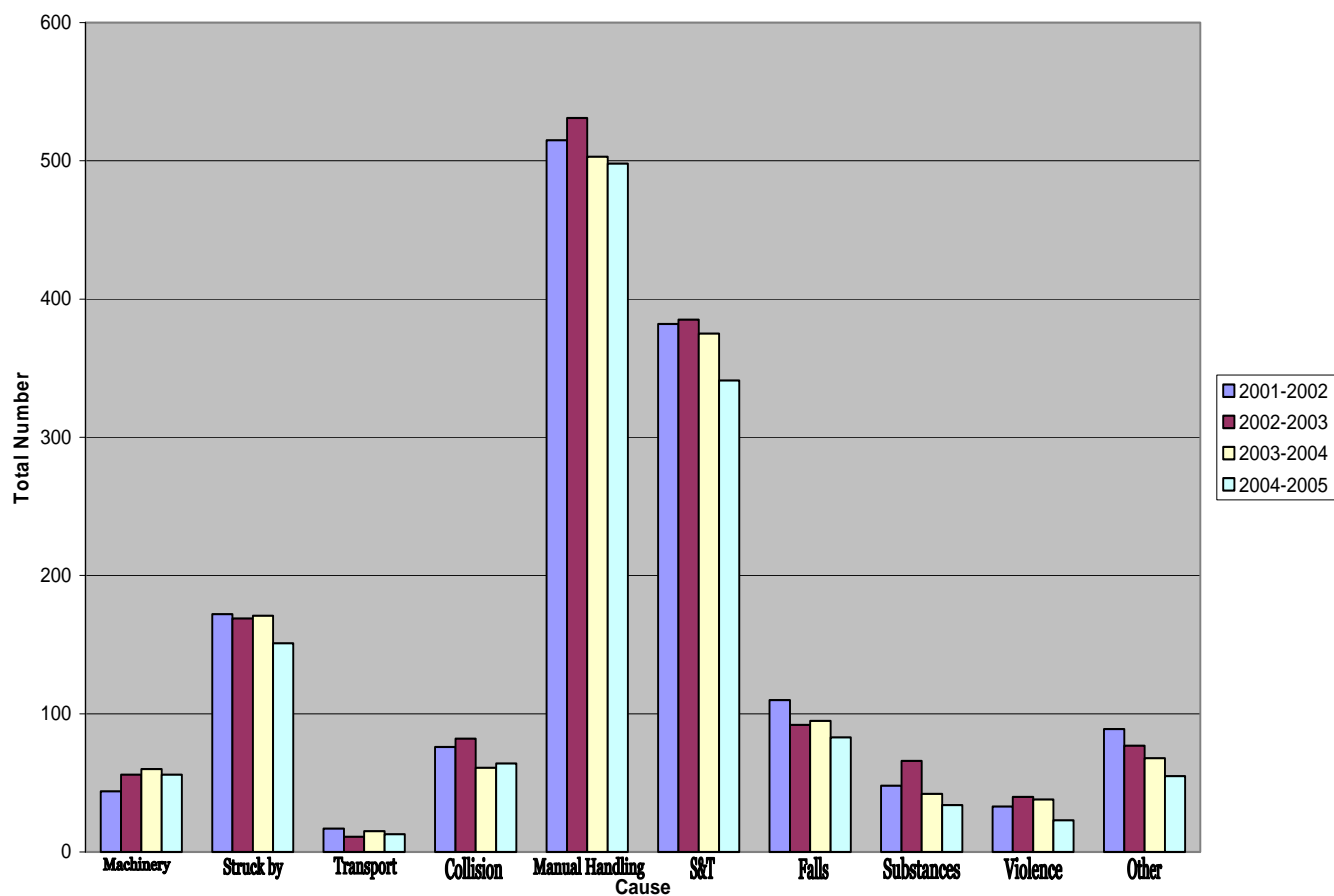
6.1.1 Total Accident Trends within Cumbria

Total Accidents -Trend (selected topics)



6.1.2 Total Accidents by cause 01-05

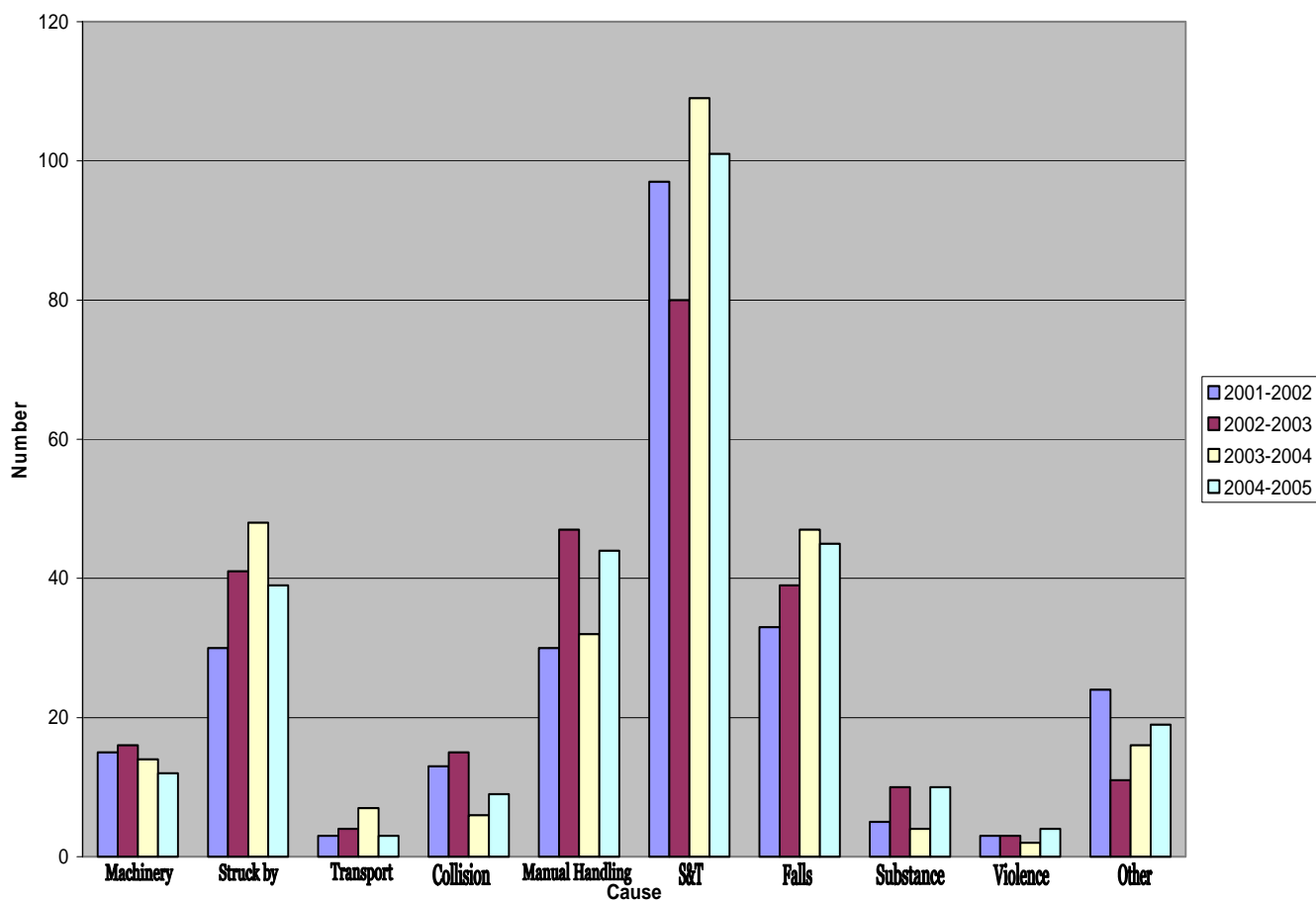
Total Accident by Cause 01-05



Machinery	Hit by	Transport	Hit Something	MH	S&T	Falls	substance	Violence	other
44	172	17	76	515	382	110	48	33	89
56	169	11	82	531	385	92	66	40	77
60	171	15	61	503	375	95	42	38	68
56	151	13	64	498	341	83	34	23	55

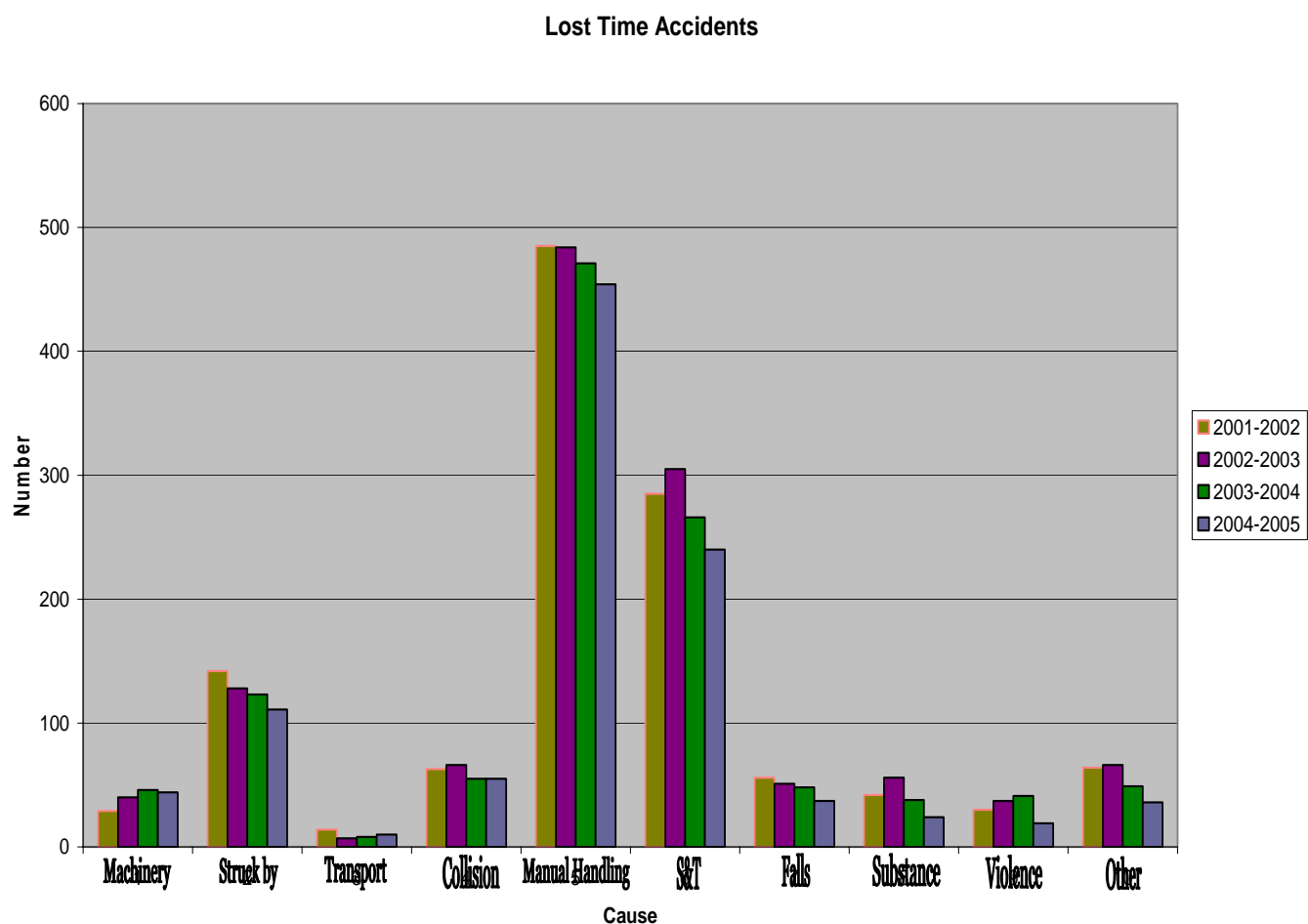
6.1.3 Major accidents by cause 01-05

Major Accidents by Cause



Machinery	Hit by	Transport	Hit Something	MH	S&T	Falls	substance	Violence	other	
15	30	3	13	30	97	33	5	3	24	01 02
16	41	4	15	47	80	39	10	3	11	02 03
14	48	7	6	32	109	47	4	2	16	03 04
12	39	3	9	44	101	45	10	4	19	04 05

6.1.4 Lost time accidents 01-05



Machinery	Hit by	Transport	Hit Something	MH	S&T	Falls	substance	Violence	other	
29	142	14	63	485	285	56	42	30	64	01 02
40	128	7	66	484	305	51	56	37	66	02 03
46	123	8	55	471	266	48	38	41	49	03 04
44	111	10	55	454	240	37	24	19	36	04 05

6.2 Appendix two – Resources

The following table details the resources within each authority allocated to health and safety:

The first column lists the full time equivalents (FTE) allocated 100% to health and safety using the same criteria as the LEA1 return.

LEA1 criteria - – *inspectors appointed under s19 of the Health and Safety at Work etc Act 1974 and who are authorised to exercise at least some of the powers under ss20, 21, 22 and 25 of Health and Safety at Work etc Act 1974, any health and safety regulation or any other relevant statutory provision.*

The second column lists the combined resources to food safety and health and safety within each local authority.

AUTHORITY	HEALTH AND SAFETY (FTE)	COMBINED FOOD SAFETY/ HEALTH & SAFETY RESOURCES
Allerdale Borough Council	2.5	11.5
Barrow in Furness Borough Council	1.5 (1 vacant)	5.5
Carlisle City Council	1 (currently vacant)	6.4
Copeland Borough Council	3.5	7
Eden District Council	1.75	8.6
South Lakeland District Council	1.5	6.5

6.3 Appendix Three – Representation on External Meetings

1. North West Health and Safety Regional Forum
 - Jackie O'Reilly
 - Emma Brass
2. Workplace Health Connect Cumbria Stakeholders Meeting
 - Nic Crosland
 - Andy Smith
3. ECOSHH
 - Michael Hale

Carlisle City Council

HEALTH & SAFETY

SERVICE PLAN

2006/2007

Carlisle City Council

HEALTH & SAFETY SERVICE PLAN

2006-7

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 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 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

3.0 Objectives of the Service

- 3.1 To improve workplace safety 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 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 we have enforcement responsibility for is approximately 3000.
- 4.2 Each year we receive approximately 150 reportable accidents/incidents.
- 4.3 The total number of requests for health and safety service in 2005-6 was 30 (complaints only).
- 4.4 The number of complaints made against the service was 0.

5.0 Performance Targets

This table details the health and safety performance targets for 2006-7

<i>Workload for 2006/2007</i>	<i>Achievement 2005/6</i>	<i>Target for 2006/2007</i>	<i>Resources Needed</i>
Inspect premises in accordance with HSE requirements	9%	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	Action plan drafted	Address the requirements of the action plan in order to improve our score from 1 to the minimum required by HSE of 3	To be done within existing resources
To contribute to the HSE FIT3 agenda		In conjunction with Cumbria HSLG to carry out work in its Work Plan for 2006-7	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

6.0 Review of Performance in 2004/2005

6.1 Health and Safety Inspections

The inspection target of 85% of planned inspections was not met. Whilst there was a service impact caused by the flood in January 2005 only 9% of planned inspections were achieved. This was also due to staff resources being used to deal with other statutory areas of work. An additional full time H&S post was established in Spring 2006 but it was not possible to make a suitable appointment. A review of the Teams resource requirements has recently been carried out and 2 H&S/Food Safety Officer posts are currently being advertised. It is hoped that suitable appointments will be made soon.

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%.

6.3 Accident Investigations

All accidents were followed up either by letter or by a site visit. 55 visits were made to investigate accidents.

6.5 Compliance with Section 18 Guidelines

Inter-authority auditing for health and safety has been carried out, the audit report received and an action plan drawn up. (attached at Annex 1) Work is currently underway to improve our compliance score from 1 to the HSE's minimum of 3 for the Management of Health and Safety enforcement.

6.6 Involvement with HSE Enforcement Initiatives

The Cumbrian Health & Safety Liaison Group (HSLG) took part in several enforcement initiatives - including slips and trips & manual handling. Carlisle was unable to contribute to these initiatives due to the need to prioritise other areas of statutory Environmental Health work.

7.0 Cumbria Health & Safety Liaison Group Plan of Work 2006

7.1 Cumbria HSLG has drawn up a work plan for 2006-7, attached 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.