

Appendix 1: Health and Safety Service Plan 2013-2014 Work plan

Staff Resources: 1.5 FTE (Full Time Equivalent)

Standard		Activity	Outcome
1	<p>Target high risk/ poor performers/ rogue traders.</p> <p>Take formal enforcement as necessary to secure justice.</p>	<p>Based on current HSE guidance, proactive inspections can <u>only</u> be carried out in premises with higher risks or where intelligence suggests that risks are not being effectively managed.</p> <p>Alternative regulatory interventions will be utilised to deal with the other premises normally due for routine inspection, such as projects, self-assessment surveys or mail shots. Total premises due: 167.</p>	<ul style="list-style-type: none"> ▪ Compel duty-holders to deal with risks. ▪ Maintain or where necessary improve standards of employee and public health and safety in local businesses. ▪ Use full range of regulatory interventions to deliver targeted and proportionate enforcement.
2	<p>Violence at work – as set out in the HSE National Local Authority Enforcement Code.</p>	<p>Undertake proactive inspections in a sample of premises with vulnerable working conditions, including;</p> <ul style="list-style-type: none"> ▪ lone/night working e.g. care settings ▪ cash handling e.g. betting shops/off licences <p>Work in partnership with other agencies and organisations to develop and deliver targeted advice.</p>	<ul style="list-style-type: none"> ▪ Reduced risk of injury to employees. ▪ Enforcement of the law where there has been a serious breach to secure justice.
3	<p>Notifications of Major Injuries/ Accidents/ Diseases/ Dangerous Occurrences.</p>	<p>Investigate notifications if they meet the HSE incident selection criteria.</p> <p>Review EBC Accident Investigation Policy to</p>	<ul style="list-style-type: none"> ▪ Enforcement of the law where there has been a serious breach to secure justice. <p>Increase in consistency of approach in relation to</p>

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		assess compliance with HSE Toolkit/Sussex LA criteria.	monitoring and management of investigations.
4	Maintain database. i) Review A-C rated premises according to inspection rating system and risk rate unclassified premises. ii) Audit of Industrial Estates & Business Parks to rate premises according to inspection rating system and risk rate unclassified premises.	Use local knowledge/intelligence from other regulatory authorities including the Fire Service and HSE. Compare with EBC Business Rates address list monthly. Undertake Advisory Visits in new businesses to get them off to the best start. Premises of uncertain ownership/use classification; questionnaires/desk top scoring. Identify high-risk premises requiring inspection.	<ul style="list-style-type: none"> ▪ Correct enforcing authority code applied. ▪ Removal of closed premises from database. ▪ Informs decision to target resources effectively. ▪ Improves personal and organisational management.
5	Provide health & safety regulatory service in accordance with Section 18 Guidance.	Update the action plan following peer review in 2010 and Section 18 Guidance exercise in 2011, and revise EBC's Enforcement Policy. This work will require Senior Management input.	<ul style="list-style-type: none"> ▪ Raise regulatory standards of compliance with Section 18 Guidance.
6	Provide performance return to the HSE (LAE1).	Collate data and submit to Health & Safety Executive (HSE) electronically by May 2013.	<ul style="list-style-type: none"> ▪ Submission of information enables HSE to collate statistics and assess national picture of health & safety. ▪ Data can also be used to benchmark our service with other local authorities.

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7	Assess Licensed Asbestos works.	Assess ASB5 Notifications (works with asbestos) and visit if intelligence suggests that risks are not being effectively managed.	<ul style="list-style-type: none"> ▪ Reduced exposure to asbestos for workers in high-risk groups including licensed workers. ▪ Adequate management controls in place. ▪ Enforcement of the law where there has been a serious breach to secure justice.
8	Planning/ Licensing Applications.	Scrutinise, and comment on applications where appropriate to provide health and safety advice under CDM Regulations or other health & safety matters.	<ul style="list-style-type: none"> ▪ Proactive development of consistent and high standards of health and safety in proposed new commercial operations and licensed premises. ▪ To maintain or where necessary improve standards of employee and public health and safety in local businesses during refurbishment works.
9	Respond to Health & Safety Service Requests from the general public, businesses and other local authorities in accordance with our Customer Charter.	<p>Investigate complaints about health and safety and respond to requests for assistance.</p> <p>Respond to 100% of service requests within departmental deadlines.</p>	<ul style="list-style-type: none"> ▪ Maintain high standards of customer service.
10	Tattooing, skin piercing, acupuncture and electrolysis.	<p>Register new premises and people as appropriate. Assess compliance with legal standards and take enforcement action where necessary.</p> <p>Maintain an electronic register of local premises and people carrying invasive skin piercing activities.</p>	<ul style="list-style-type: none"> ▪ Reduce the risk of cross-infection to public and skin piercers alike.

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11	Maintain Legionella register for premises with cooling towers/evaporative condensers.	<p>Register new premises as appropriate, assess compliance with legal standards and take enforcement action where necessary.</p> <p>Maintain an electronic register of local premises.</p> <p>Annually inspect registered premises to assess suitable control measures – as set out in the HSE National Local Authority Enforcement Code.</p>	<ul style="list-style-type: none"> ▪ Ensures that hazards are firmly in check. ▪ Avoiding catastrophe.
12	Consistency of Enforcement Decisions.	<p>Undertake enforcement activity in line with our enforcement policy using all available sanctions which statute permits in a transparent, accountable, proportionate, consistent and targeted manner, seeking to improve health and safety standards in local businesses so that they operate on a level playing field commensurate with the size and complexity of their work activities.</p> <p>Senior Specialist Advisor to review 100% of enforcement decisions.</p>	<ul style="list-style-type: none"> ▪ Enforcement action conducted in line with enforcement policy. ▪ Consistent enforcement approach. ▪ Enforcement of the law where there has been a serious breach to secure justice.
13	Work with our Sussex colleagues, including the HSE to promote consistency and share best practice.	<p>Represent EBC at Sussex Health & Safety Liaison Group (SH&SLG) and contribute to Sussex Regional Health & Safety Plan. Partake in sub-group activities (as directed). Undertake Sussex-wide projects.</p> <p>Partnership working/inspections with the HSE, Sussex LA's and other agencies.</p>	<ul style="list-style-type: none"> ▪ Maintain and develop consistency of approach and partnership working to achieve mutual objectives.

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14	Flexible Warranting.	Contribute to commit to the working arrangement as set out in the Memorandum of Understanding.	<ul style="list-style-type: none"> ▪ Maintain partnership working to achieve mutual objectives within Sussex.
15	Sussex Joint LA/ HSE Major Incident Team.	Continue to commit to the working arrangement as set out in the Memorandum of Understanding.	<ul style="list-style-type: none"> ▪ Maintain and develop consistency of approach and partnership working to achieve mutual objectives with Sussex LAs and the HSE. ▪ Coping with catastrophe.
16	Maintaining Competence.	<p>All regulators to maintain Regulators Development Needs Analysis (RDNA).</p> <p>Training requirements detailed in performance appraisal system.</p> <p>Shadow visits with other experienced officers to share skills/knowledge.</p> <p>Attendance at necessary training courses to maintain competency.</p>	<ul style="list-style-type: none"> ▪ Consistent enforcement approach. ▪ Suitably trained officers up to date with changes in legislation. ▪ Increased officer retention.
17	<p>During routine food hygiene inspections raise awareness of:</p> <p>Carbon monoxide poisoning and gas explosion where there is a lack of suitable ventilation and/or unsafe appliances – as set out</p>	Focus on commercial catering premises using solid fuel cooking equipment.	<ul style="list-style-type: none"> ▪ Compel duty-holders to deal with risks. ▪ To maintain or where necessary improve standards of employee and public health and safety in local businesses. ▪ Enforcement of the law where there has been a serious breach to secure justice.

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	in the HSE National Local Authority Enforcement Code.		
18	Customise and adapt support for Small Medium Enterprises (SMEs).	Promote on EBC website HSE toolkits, model risk assessments and safety policies for SMEs to help guide them through the safety management process and ensure they concentrate on the real risks.	<ul style="list-style-type: none"> ▪ Reduce the bureaucratic burden on businesses. ▪ Secure strong health and safety management. ▪ Sensible, proportionate and cost effective control measures.
19	Education of young people to raise awareness of potential dangers they face in the workplace.	<p>Raise awareness during interventions where relevant.</p> <p>Talks/briefings in local colleges, schools and youth groups to youths aged 13-17.</p> <p>Raise awareness on EBC website.</p>	<ul style="list-style-type: none"> ▪ Raising long-term awareness of health and safety at work in young people and ensuring they have the best start in life.
20	Community health promotion.	Work in partnership with other agencies and organisations to develop and deliver targeted health promotion campaigns aimed at raising awareness of workplace issues including diet/nutrition, smoking cessation, vulnerable workers and welfare arrangements to improve the workplace and lives of workers.	<ul style="list-style-type: none"> ▪ Improve health and safety outcomes, primarily by improving information and advice to businesses. ▪ Creating safer, healthier workplaces by tackling old problems in new ways. ▪ Ensuring risks to people's health and safety in the changing workplace is managed properly. ▪ Strengthen partnership links with the HSE, Sussex LAs and other agencies to achieve mutual objectives.