

**BODY:** CABINET

**DATE:** 20 March 2013

**SUBJECT:** Health and Safety Annual Service Plan 2013-2014

**REPORT OF:** Jefferson Collard, Senior Head of Development and Environment

**Ward(s):** All

**Purpose:** To seek Members' approval for the 2013-2014 Health and Safety at Work Annual Service Plan outlining the proposed health and safety enforcement work of the Council.

**Decision type:** Key decision.

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**Recommendations:** Cabinet is recommended to:

- a) Endorse the development of the Health and Safety Service Plan.
- b) Delegate authority to the Senior Head of Development and Environment in conjunction with the Cabinet Portfolio Holder to approve the plan following consultation.

## **1.0 Introduction**

- 1.1 Section 18 of the Health and Safety at Work etc Act 1974 requires Local Authorities to set out their priorities, a plan of interventions and how these will be targeted to maximise their impact.
- 1.2 To meet this requirement each Local Authority should prepare a written Service Plan that is regularly reviewed. The last Service Plan was submitted to Cabinet in March 2010 and was a 3 year plan up until 2013. This is being replaced with an annual Service Plan. The new draft plan will be in force for one year after which it will be due for a refresh. The new Service Plan has been influenced by a series of Government reviews of regulatory services reforms to reduce red tape, ensure risk based interventions, reduce the number of inspections carried out and to increase information provision to small businesses in a form that is both accessible and relevant to their needs.

1.3 Consequently the Health and Safety Service Plan has been prepared for the forthcoming Financial Year 2013-2014 which is attached as an Appendix to this report. The document includes a programme of activity which can be found at Appendix 1 to the Service Plan.

1.4 It is now recognised as good practice to seek Cabinet endorsement of the Health and Safety (at Work) Service Plan.

## **2.0 About the Health and Safety Service Plan**

2.1 The Service Plan sets out broad aims, local priorities, how these reflect regional and national objectives and details of how, when and who will undertake the various tasks.

2.2 This plan sets out the regulatory context, links to local, regional and national objectives, enforcement options and monitoring arrangements.

## **3.0 Consultation**

3.1 It is proposed to carry out consultation on The Service Plan for a period of 6 weeks following Cabinet's approval of the draft document. The consultation process will involve members of the public, local businesses and business organisations and internal stakeholders. We will encourage responses via the Council's website and via direct emails to local representatives. The document will also be available on the Council's website.

3.2 Following the consultation The Service Plan will be revised to take account of any relevant representations. It is proposed that the Senior Head of Development and Environment, in consultation with the Portfolio Holder, is authorised to publish the final document.

## **4.0 Resource Implications**

4.1 Details are contained within the Plan and it is anticipated that the actions can be delivered within existing resources.

## **5.0 Environmental, Human Rights, Community Safety**

5.1 The service plan forms part of our approach to improving Health and Safety in the workplace.

## **6.0 Youth and Anti-Poverty**

6.1 The impact of the service plan will have a lasting beneficial effect on improving Health and Safety in the workplace by reducing the incidence of ill health and injury, days lost arising from work activities, and reducing the cost and suffering to individuals by keeping them in good health and therefore in work.

6.2 There are specific requirements in the Health and Safety at Work Act etc 1974 and associated regulations to protect the health and safety of young people.

## **7.0**        **Conclusion**

- 7.1        The proposed Service Plan illustrates our commitment to continuous improvement and accountability. It also show how the Council will adopt a balance of techniques and approaches to support local businesses, drive up compliance and promote safety and wellbeing in the workplace and the community. This Service Plan will be reviewed at the end of the financial year.

### **Background Papers:**

The Background Papers used in compiling this report were as follows:

- HSE Strategy - The Health and Safety of Great Britain: Be Part of the Solution'
- HSE Section 18 Guidance
- HSE Enforcement Policy Statement
- HSE - National Local Authority Enforcement Code – Health and Safety at Work, England, Scotland and Wales
- Choosing Health: Making Choices Easier
- The Regulators Compliance Code and Enforcement Concordat
- The Hampton Report 2005
  
- Rogers Review 2007
- Löfstedt Report 2011

To inspect or obtain a copy of the above documents please refer to the contact officers, or visit [www.eastbourne.gov.uk/business/safety/plan/](http://www.eastbourne.gov.uk/business/safety/plan/) and click on the links in 'other websites' for your chosen document.