
HEALTH AND SAFETY SERVICE PLAN

1 SUMMARY

- 1.1 The appended Health and Safety Service Plan is submitted to Members for approval.
- 1.2 The Health & Safety Commission (HSC) started to require local authorities to produce an annual plan from September 2001.

2 INTRODUCTION

- 2.1 In September 2001, the HSC issued "Section 18 Guidance to Local Authorities", which replaced all previous guidance from HSC made under Section 18 of the Health & Safety at Work Act etc. 1974. This was revised in October 2002 by HSC appending their enforcement policy statement and revising the competencies for health and safety inspectors. It is the duty of local authorities to act in accordance with Section 18 Guidance.
- 2.2 The Section 18 guidance includes a requirement to produce an annual service plan.
- 2.3 The appended plan is for 2004/2005. It refers to documents 1, 2, and 3. These are not appended because they are corporate documents: Housing Health & Community Care's Enforcement Policy (1); Enforcement Concordat (2); and Best Value Performance Plan and Corporate Plan (3). A copy of the Health & Safety Commission's Enforcement Policy Statement (Appendix 1) and Enforcement Management Model (Appendix 2) have been made available in the members room. The Enforcement Management Model gives a comprehensive description of the enforcement decision making process which officers enforcing health and safety legislation are required to follow.

3 HEALTH AND SAFETY SERVICE PLAN

- 3.1 The service plan should include information on the following:
 - Future objectives and major issues that cross service boundaries;
 - Key programmes, including a planned inspection programme in the context of the current HSC Strategic Plan and HELA (Health and Safety Executive and Local Authority Enforcement Liaison Committee) Strategy;
 - Information on the service that is being provided;
 - The means by which these services are going to be provided;
 - Any performance targets and how they will be achieved;

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- A review of performance to address any variance from meeting the requirements of the service plan.

3.2 Local authorities should consult stakeholders, including local employers and employees and their representatives. A copy of the service plan has been sent to the Chamber of Trade and Federation of Small Businesses.

3.3 Service plans will be reviewed as part of the inter-authority auditing process which local authorities are required to undergo at least every 5 years.

4 RESOURCE IMPLICATIONS

4.1 The health and safety service plan has been based on the existing resources and work loads. Any alterations to these levels will have an impact on the work programme.

5 LEGAL IMPLICATIONS

5.1 The HSC has default powers should a local authority fail to comply with their legal requirements.

6 RECOMMENDATION

6.1 It is proposed that the Committee **RESOLVES**

To approve the Health and Safety Service Plan.

Graham Woolhouse

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Background Papers:

None

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