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## **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 plan at Appendix 1 is for 2003/2004. It refers to appendices 2 to 5. These are not appended to this report because they are corporate documents: Housing Health & Community Care's Enforcement Policy (2); Enforcement Concordat (3); Corporate Plan and Best Value Performance Plan (4); HHCC Structure Chart (5). The Health & Safety Commission's Enforcement Policy Statement (1) is appended (Appendix 2).

### **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;
  - 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 Chambers of Trade and Federation of Small Businesses for comment.
- 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 Community Overview & Scrutiny committee considered the resource implications for health and safety enforcement on 10 December 2002 (Min 604/02).
- 4.2 At this meeting the Head of Housing, Health and Community Care reported that the present establishment was considered adequate to develop an effective health and safety enforcement service and that there would only be a need for further reporting on staffing resource levels should problems be encountered in sustaining the establishment. In addition the redirection of resources to this area of work has already been achieved with no detriment to standards in other service areas.

#### **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**
- (1) That the Health and Safety Service Plan be approved.
  - (2) That a copy of the approved plan be sent to the Health & Safety Executive. (HHHCC)

Graham Woolhouse

Head of Housing, Health & Community Care

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**Background Papers:**

Letter from HSC dated October 2002; HSC's "Section 18 Guidance to Local Authorities".

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