

HEALTH AND SAFETY SERVICE PLAN 2007/08 (FORWARD PLAN REF NO: 8/07)

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 2007/2008. 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) (which is currently being updated to become the Environmental Services' Enforcement Policy); Enforcement Concordat (2); and Constitution (3). A copy of the Health & Safety Commission's Enforcement Policy Statement (Appendix 1 to the Service Plan) and Enforcement Management Model (Appendix 2 to the above plan) have been made available in the Members' library. 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.
- 2.4 The plan takes account of revised guidance introduced by The Health and Safety Executive/Local Authorities Enforcement Liaison Committees' (HELA). The HELA Circular LAC 67/1 (rev3) updates, clarifies and replaces existing guidance to local authorities. The revised guidance gives advice on arrangements for implementing an interventions programme which is a key part in demonstrating that adequate arrangements have been made by the local authority for enforcement of health and safety. In accordance with this guidance inspections are now targeted to the topic areas of slips and trips, musculoskeletal disorders, falls from height, workplace transport, stress and asbestos.
- 2.5 The HSC have continued to endorse a number of strategies which supplement the topic-based approach. The FIT 3 ("Fit for Work, Fit for Life

and Fit for tomorrow”) Programme is a portfolio of evidence-based campaigns for the Health and Safety Executive (HSE) and local authorities, designed to reduce accidents and ill health in workplaces. It covers areas such as contact dermatitis in hairdressers and catering premises, noise at work and asbestos, that have been included in the service plan.

3 HEALTH AND SAFETY SERVICE PLAN

3.1 The service plan includes 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 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 over the last 12 months.

3.2 Local authorities should consult interested parties, including local employers and employees and their representatives. A copy of the service plan has been sent to local Chambers of Trade, Federations of Small Businesses, Parish Councils and is available on the Council’s website 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. The next audit was due to be undertaken in 2007. This was carried out on 23 April 2007 and we are awaiting the report from our contract auditors.

4 RESOURCE IMPLICATIONS

4.1 The health and safety service plan has been based on the existing resources and workloads. 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 Executive Board **RESOLVES**

To approve the Health and Safety Service Plan.

Richard Evans

Head of Environmental Services

Background Papers:-

Letter from HSC dated October 2002; HSC's "Section 18 Guidance to Local Authorities"; letters from the Head of the HSC's Local Authority Unit dated December 2005 and March 2006; HSC's Portfolio of Intended Projects for Local Authority Involvement (a summary of project work for the FIT3 Programme).

Service Plan 2006/07 – Minute 273/06.

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ENVIRONMENTAL SERVICES HEALTH & SAFETY SERVICE PLAN 2007/2008

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- 1.1 Aims and Objectives.
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1.0	SERVICE AIMS AND OBJECTIVES	
1.1	Aims and Objectives	<p>Environmental Services Division are committed to ensuring that the highest health & safety standards are maintained throughout the district in premises for which they are the Enforcing Authority, in order to protect employees, the self-employed and members of the public.</p> <p>Staff will adopt an approach to enforcement which will encompass the investigation of all complaints and serious accidents, dangerous occurrence, cases of occupational ill health in accordance with the Health & Safety Commission's (HSC) objectives and priorities, as well as inspections based on risk assessment and the HSC's priorities, so as to make full use of staff resources allocated.</p> <p>Staff will follow the principles and guidance on health and safety enforcement contained in the HSC's Enforcement Policy Statement (Appendix 1) which includes the criteria used to select which accidents, incidents, and cases of ill health to investigate.</p> <p>Staff will act within the Department's overall enforcement policy (Document 1) but due regard will be had to guidance from recognised bodies. Rochford District Council has adopted the Enforcement Concordat (Document 2) and therefore staff will carry out activities in this service plan in accordance with the Concordat. Any prosecution proceedings will also have regard to the Enforcement Management Model. (Appendix 2)</p> <p>Education plays an important part in improving health & safety standards and therefore staff will carry out the activities in this service plan with an educative approach wherever possible.</p>

1.2	Links to Corporate Aims and Plans	<p>This service supports Rochford District Council's Corporate Plan for 2006/2007. In particular to work towards the Corporate Aims, 'Work towards a Safer and More Caring Community' and 'Improve the Quality of Life for People in our District' by 'Providing Quality, Cost Effective Services'.</p> <p>This fits with the key themes of 'Feeling Safe' and 'Healthy Living' in the Community Strategy.</p> <p>We follow all of the Council's values to: 'Act with integrity', 'Be open and transparent about what we do', 'Respect others and treat people courteously and equally', 'Be responsive to customer needs and requests', 'Always try to improve what we do' and 'Work with others to improve what we do both directly and through partnership working'.</p>
2.0	BACKGROUND	<p>See the website/intranet.</p> <p>See the Constitution (Document 3) and the intranet/website.</p> <p>The Council has restructured its external services. This will not have any impact on the delivery of this plan.</p> <p>See the Constitution and the intranet/website.</p> <p>See the Constitution and the intranet/website.</p> <p>Commercial Regulation Manager.</p>
2.1	Profile of Rochford District	
2.1.1	Profile of the Environmental Services Division	
2.2	Organisational Structure	
2.2.1	Rochford District Council	
2.2.2	Environmental Services Division	
2.2.3	Manager Responsible for Health & Safety Service	

2.2.4	Specialist Services	None.
2.3	The Scope of the Health & Safety Service	
2.3.1		Establish and maintain an up to date register of all premises in the district for which the Council is the health & safety Enforcing Authority.
2.3.2		Inspect all premises for which the Council is the Enforcing Authority on a risk based, rolling programme in accordance with HELA LAC 67/1 (rev3) and the HSC's priorities, and take enforcement action as necessary.
2.3.3		Carry out visits and inspections to premises as necessary within the planned period, including revisits and investigative visits.
2.3.4		Investigate and resolve all serious health & safety complaints.
2.3.5		Provide advice and assistance to businesses, employees and customers on health & safety related issues.
2.3.6		Receive and act as appropriate for all notifications of accidents, dangerous occurrences and cases of occupational ill health. The criteria for which accidents, incidents, cases of ill health and complaints to investigate contained in the Health & Safety Commission's Enforcement Policy Statement (Appendix 1) will be followed.
2.3.7		Register notifications of cooling towers and evaporative condensers.
2.3.8		Investigate reports from engineers relating to the examination of lifting gear, pressure vessels etc. and take appropriate action.

2.3.9	Receive and act as appropriate for all notifications of work with asbestos.
2.3.10	Act as Statutory Consultee in relation to licences/certificates under the Licensing Act 2003.
2.3.11	Facilitate health & safety training as necessary, by independent training organisations.
2.3.12	Provide advice to the other Council Services on health & safety related issues. Although the service does not include the Council's own internal health and safety function, advice is provided as and when required by the Council's Health and Safety Officer or Divisional Representatives.
2.3.13	Facilitate health & safety promotional and educational activities, by independent organisations.
2.3.14	Comment on proposed health & safety legislation, codes of practice, guidance and other official documents as necessary and as requested.
2.3.15	Promote and enforce as necessary the provisions contained within the Health Act 2006, relating to smoke free workplaces and vehicles.

2.4

Demands on the Health & Safety Service

As at 1 April 2007 the Environmental Service' database has identified that it is responsible for enforcing health and safety in **1220** premises within the Rochford District. According to HELA 67/1 (rev 3) risk categories can be broken down as follows. Note these are estimated figures, based on 2006/2007 due to difficulties with the CAPS Uniform software following an upgrade.

<u>Risk Category</u>	<u>Number of Premises</u>	<u>Inspection Frequency</u>
A =	20	Not less than once per year
B1 =	59	Not less than once per 18 months
B2 =	173	Not less than once per 2 years
B3 =	139	Use other intervention strategies and review rating after 3 years
B4 =	681	Use other intervention strategies and review rating after 5 years
C =	148	Use other intervention strategies

The estimated number of premises types was:

Retail shops	365
Wholesale shops, warehouses	64
Offices	274
Catering, restaurants and bars	213
Hotels, camp site, etc.	12
Residential care homes	11
Leisure and cultural services	69
Consumer services	178
Other premises (not classified above)	34

<p>2.5 Enforcement Policy</p>	<p>No particular external factors that may impact on this service have been identified. There are two languages other than English identified as being significant in food businesses within the district. These are Bengali and Chinese, however the majority of proprietors of food businesses are able to speak adequate English or have somebody present at the premises that can translate. In any cases where there may be language difficulties the service would contact Language Direct (020 8539 5142) or Essex Police (01268 775533) for details of an interpreter, or use a community interpreting service provided by Medway Council (01634 335578)</p> <p>These languages are not seen as placing a particular demand on the health & safety service.</p> <p>This service operates to a documented enforcement policy.</p>								
<p>3.0 SERVICE DELIVERY</p> <p>3.1 Inspection Programmes</p> <p>3.1.1 Programmed Inspections</p> <p>3.1.2 Carry Over Inspections</p> <p>3.1.3 Total Inspections</p> <p>3.1.4 Target</p>	<p>The number of Programmed Health & Safety Inspections for the period is = 412.</p> <p>The number of Programmed Health & Safety Inspections carried over from the last financial year is = 0.</p> <p>Therefore the total number of Programmed Health & Safety Inspections for the period is = 412. (See Appendix 3 for a breakdown)</p> <p>The target percentage of inspection due is:</p> <table> <tr> <td>High Hazard/Risk (Category A)</td> <td>= 98%</td> </tr> <tr> <td>Intermediate Hazard/Risk (Categories B1 & B2)</td> <td>= 98%</td> </tr> <tr> <td>Low Hazard/Risk (Category B3, B4, & C)</td> <td>= 98%</td> </tr> <tr> <td>All Categories</td> <td>= 98%</td> </tr> </table>	High Hazard/Risk (Category A)	= 98%	Intermediate Hazard/Risk (Categories B1 & B2)	= 98%	Low Hazard/Risk (Category B3, B4, & C)	= 98%	All Categories	= 98%
High Hazard/Risk (Category A)	= 98%								
Intermediate Hazard/Risk (Categories B1 & B2)	= 98%								
Low Hazard/Risk (Category B3, B4, & C)	= 98%								
All Categories	= 98%								

3.1.5	Visits to Food Premises	<p>Health & Safety hazard spot and take appropriate action during planned food hygiene inspections.</p> <p>The estimated number of planned food hygiene inspections is = 311.</p>
3.1.6	Revisits	<p>The estimated number of revisits for this plan period is = 120.</p>
3.1.7	Special Initiatives	<p>Work in partnership with HSE on the following campaigns and projects, including carrying out joint visits as appropriate:</p> <ol style="list-style-type: none"> <p>1 Asbestos:</p> <p>Project to raise awareness in all businesses of the risks from asbestos to those involved in maintenance work to avoid high numbers of deaths in the future from asbestos exposure.</p> <p>The Duty to Manage asbestos will be raised at every programmed inspection, where the duty holder is identifiable on site. Enforcement action will be taken as appropriate. If the duty holder is a landlord/managing agent they will receive information on the duty to manage in writing</p> <p>=412</p> <p>2 Skin Disease:</p> <p>A project to raise awareness of the causes, effects and prevention of work-related contact dermatitis. Also to ensure the adoption and sustained use of good practice controls. The national focus for the period September – November 2007 will be in catering, restaurants and bar premises.</p> <p>The project will involve officers raising the issue at appropriate routine food hygiene inspections from September to March as well as during health and safety inspections of catering establishments</p> <p>=50</p>

	<p>Once the Local Authority Circular and Guidance is produced concerning this project, a mail shot will be sent to all relevant catering premises concerning work related contact dermatitis =140</p> <p>During 2006/2007 the awareness of work related contact dermatitis was concentrated on inspections of hairdressers. Those hairdressers that were not contacted during last year will be written to concerning the campaign. =22</p> <p>3 Falls from Height: Ladders Week in June 2007 in conjunction with the Height Aware Campaign, including a month long 'ladders amnesty'. The aim is, nationally, to remove 4000 defective ladders from the workplace.</p> <p>Inspections of appropriate premises will be carried out. = 10</p> <p>4 Workplace Transport Targeting workplace transport nationally, specific focus on falls from vehicles.</p> <p>Workplace transport management will be audited during every programmed health and safety inspection =412</p> <p>5 Slips and Trips Targeted approach to dealing with slips and trips in the specific industries of hotels, retail shops and catering, including appropriate enforcement. This area ties in with the groups targeted in the skin disease initiative.</p>
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	<p>Focus on slips and trips specifically between 4 – 15th June 2007 or 21st January – 1 February 2008, distributing information packs to target groups of pubs and bars serving food, restaurants, takeaways and hotels.</p> <p>The management of slips and trips will be audited during every programmed inspection =412</p> <p>A mail shot will be sent to all relevant catering premises regarding the slips and trips initiative. =140</p> <p>6 Noise A project, during the period January – March 2008, to raise awareness of the changes to the Noise at Work Regulations and the controls required in the music and entertainment sectors, particularly bars, clubs and pubs with live or recorded music.</p> <p>A mail shot including relevant guidance will be sent to all bars, clubs and pubs with music, concerning noise at work issues. = 120</p> <p>7 Moving Goods Safely A continuation of previous interventions, during October 2007 – March 2008, aimed at workplace transport, slips, trips and falls and musculoskeletal disorders across the goods supply chain and premises involved in retail and home deliveries. This will include awareness of return to work, managing sickness absence and the use of the MAC tool.</p> <p>Targeted visits will be made to garden centres/builders merchants involved in home deliveries. = 4</p>
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<p>3.2 Health & Safety Complaints</p> <p>3.3 Lead Authority Principle</p> <p>3.4 Advice to Business</p>	<p>8 Backs 2008: Campaign, in January – March 2008, to continue to promote lifting and handling aids, injury reduction and managing sickness absence.</p> <p>An event to be run by HSE in conjunction with CSCI, Local Authorities, the East Anglian Ambulance Trust and Essex County Council concerning Backs issues in Care Homes.</p> <p>However, care homes in the Rochford District were targeted in the previous Backs campaign. It is intended to specifically focus on garden centres/builders merchants to brief them on the risks and controls and assess for compliance . = 8</p> <p>All health and safety complaints received, including anonymous complaints are investigated in accordance with the good enforcement principle of targeting, transparency, consistency and proportionality. The estimated number for this plan period is = 100.</p> <p>There are no formal or informal Lead Authority Partnerships set up for any health & safety business within Rochford District.</p> <p>Advice is provided to existing or proposed health & safety businesses, members of the public, other Council Service Departments and other persons. Advice is mainly person to person whilst Officers are carrying out visits/inspections but may also be following a telephone call or letters to Environmental Services.</p> <p>Officers aim to give advice in accordance with recognised guidance and codes of practice, and a range of advisory leaflets is available.</p> <p>The estimated number for the plan period is = 100</p> <p>The Council has regular meetings with the Chambers of Trade and Federations of Small Businesses who have been consulted on the Division's enforcement policy.</p>
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<p>3.5 Accident & Incident Investigation</p>	<p>The Council invites all businesses to regular breakfast meetings when any topic can be discussed, including health & safety.</p> <p>All notifications of reportable and non-reportable accidents, dangerous occurrences and cases of occupational ill health received are assessed in accordance with paragraphs 30, 31, 32 and 33 of the Health & Safety Commission's Enforcement Policy Statement.</p> <p>HSC recognises that it is neither possible nor necessary to investigate all incidents. Site investigations will be carried out of a reportable work-related death unless there is a specific reasons for not doing so, in which case those reasons will be recorded.</p> <p>The following factors will be taken in account when determining which incidents to investigate:</p> <ul style="list-style-type: none"> ➤ the severity and scale of potential or actual harm; ➤ the seriousness of any potential breach of the law; ➤ knowledge of the duty holder's past health & safety performance; ➤ the enforcement priorities; ➤ the practicality of achieving results; ➤ the wider relevance of the incident, including serious public concern. <p>The estimated number of notifications for the plan period is = 55. The estimated number of investigations for the plan period is = 15.</p>
<p>3.6 Liaison</p>	<p>A number of arrangements have been made to improve the consistency of enforcement with neighbouring Authorities.</p> <p>This service actively supports the Essex Environmental Health Management Group's Occupational Health and Safety Group.</p>

<p>3.7 Health & Safety Promotion</p>	<p>The service also advises and liaises with other services within Rochford District Council, including: Building Control, Planning, Economic Development, Environmental Protection Team, Contract Services and the Licensing Team.</p> <p>The service is consulted on planning applications involving business premises.</p> <p>Various health and safety articles in Rochford District Matters and Business Matters, the Council's free newspapers.</p> <p>Various health and safety information included in the delegate packs for the Breakfast Business Meetings.</p> <p>Health and safety information available at a public information day at Rayleigh Civic Suite in June 2007.</p> <p>Various articles and mailshots to promote the special initiatives, see paragraph 3.1.7.</p>
<p>4.0 RESOURCES</p> <p>4.1 Financial Allocation</p>	<p>The total expenditure for Environmental Health is £1,141,900. From this amount the health & safety service is not currently allocated a specific amount.</p> <p>It is estimated that there is no increase in real terms on the last financial year allocation because the staffing allocation, training, etc. have not changed. Further work on the apportionment of officer time and overheads is planned for this year as part of the Value for Money assessments.</p> <p>Details of the budget for salaries, travel, subsistence, consultancy, and analytical fees are contained in Rochford District Councils Budget Book 2007/2008.</p> <p>No budget is separately allocated for prosecutions or legal action taken as a result of action under this service, but are provided for within the Legal Service's budget.</p>

4.2 Staffing Allocation	<p>The staff available for this period is:</p> <ul style="list-style-type: none"> 1 Commercial Regulation Manager 1 Principal Environmental Health Officer (maternity leave from 1st July) 1 Food Contractor 1 Health and Safety Contractor (maternity cover) 2 Senior Environmental Health Officers (1 of whom will be Acting Principal Environmental Health Officer for the period of maternity cover) 1 Part-time Senior Environmental Health Officer 1 Senior Environmental Health Assistant 1 Part Time Environmental Health Assistant. 4 Administrative staff (1 part time) <p>This staffing allocation is not solely for this service plan. These officers also carry out the Food Safety, Animal Welfare Licensing, Outbreak Control and Infectious Disease, Skin Piercer Registration, Game Dealer Licensing, Sunday Trading and Smoke Free duties. The administrative staff also supports the entire Environmental Services Division.</p> <p>It is estimated that the above staffing levels will provide sufficient resources to carry out the service delivery outlined in 3.0.</p> <p>It is estimated that 3 full time equivalents work on health & safety (plus administrative staff).</p>
4.3 Staff Development Plan	<p>This service supports the Corporate Aims for Rochford District Council. The staff covering this service will continue to be encouraged, motivated and trained to develop their potential and use their talents for the benefit of the people of the district.</p> <p>This service identifies training and development needs by an annual performance and development review of all staff.</p>

	<p>One Senior and the Principal EHO completed a part-time, 2 year Post Graduate training course in occupational Health and Safety in June 2004.</p> <p>One Student EHO is being trained in all functions of environmental health.</p> <p>The training budget is allocated primarily to those staff in the whole service that are identified as requiring further training to develop their professional and technical skills for the job that they are required to carry out and to deliver Corporate Objectives.</p> <p>Budget provision is also available for minor, short ad hoc training courses that become available.</p> <p>For this plan period, the following training needs have been identified:</p> <ul style="list-style-type: none"> ➤ Short ad hoc courses when they become available <p>Cascade training is provided by the officer attending an external training course to other officers in the service.</p> <p>Periodic meetings are organised to discuss matters and issues of consistency arising under this service plan area.</p> <p>Minutes of the Essex Environmental Health Management Group's Occupational Health & Safety Group are circulated to officers in the Safety, Food & Regulation Team.</p> <p>Environmental Services and the Council supports Environmental Health Officers that wish to obtain Chartered Status of the Chartered Institute of Environmental Health (C.I.E.H) by taking the Assessment of Professional Development (APD).</p>
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	<p>All Environmental Health Officers that are members of the C.I.E.H. are required to undergo at least 20 hours of Continuous Professional Development (CPD) per year, and Chartered members, 30 hours CPD per year . Whilst officers are responsible for monitoring the amount they have done in a year the service recognises this need and supports staff in achieving the minimum amount required by the CPD scheme. In house training may be organised throughout the year by individuals.</p> <p>All Officers that are members of I.O.S.H (Institute of Safety and Health) are required to maintain competence by an achievement of 30 points relevant CPD in a 3 year cycle. CPD achieved as above will qualify as relevant training for the requirements of I.O.S.H.</p> <p>Every officer authorised to carry out health & safety inspections and enforcement will receive structured on-going training, which may take the form of in house training, formal visits or vocational visits. The minimum ongoing/update training is 10 hours per year and is recorded.</p> <p>Officers who have not enforced health & safety law for some time are put through structured revised training before resuming health & safety law enforcement duties. The minimum revision training is 15 hours and is recorded.</p> <p>Officers returning to health & safety law enforcement duties after an absence of more than 3 years are monitored by a more senior officer experienced in health & safety law enforcement for a minimum period of 3 months.</p>
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5.0	QUALITY ASSESSMENT	
5.1	New Officers	Before new officers undertake health and safety enforcement duties independently, they are supervised and monitored by a more senior officer experienced in health and safety enforcement for up to 6 months.
5.2	Peer Reviews	<p>The following peer reviews are carried out</p> <p><u>Contractor</u></p> <ul style="list-style-type: none"> ➤ All letters are checked for compliance with codes of practice and guidance, and to determine the need for a revisit. ➤ All computer inspection documents are checked for accuracy of the risk rating and to agree when a rating has been reduced. ➤ All reports of inspection are checked for accuracy. ➤ 1 full audit using the Section's "Management Quality Audit Form" is carried out on a completed inspection per month. This involves a desk-top check and a visit. Therefore, 9 audits to be carried out for the period. The contractor will carry out approximately 200 inspections. Therefore, the audit rate is $(9/200) \times 100 = 4.5\%$. <p><u>Staff - Health & Safety EHOs</u></p> <ul style="list-style-type: none"> ➤ A full audit using the Section's "Management Quality Audit Form" is carried out on 5% of all high risk (Categories A, B1, B2 and B3) inspections. This involves a desk-top check and a visit. It is estimated that the full time Senior EHO (Acting Principal EHO) will carry out about 20 high risk inspections during the year. Therefore, 1 audit to be carried out for the period.

<p>5.3 Documented Procedures</p> <p>5.4 Customer Care Survey</p> <p>5.5 Audit</p>	<p>➤ A full audit using the Section's "Management Quality Audit Form" to be carried out on 5 complaints/enquiries received each per year.</p> <p><u>Staff - Health & Safety EHA</u></p> <p>➤ A full audit using the Section's "Management Quality Audit Form" is carried out on 5% of all low risk (Categories B4 and C) inspections. This involves a desk-top check and a visit. It is estimated that the Health & Safety EHA will carry out about 140 low risk inspections per year. Therefore, 7 audits to be carried out for the period.</p> <p>This Service operates to 5 documented standard operating procedures covering complaints and accidents, competency of officers, the use of the Enforcement Management Model and accompanying officers on site. These procedures are required to be reviewed annually.</p> <p>A telephone survey of 5% of all inspections and 5% of all complaints is carried out to determine if customers are satisfied with the level of service provided.</p> <p>An audit by the Health & Safety Commission was carried out in March 2002. The next audit, which is programmed to be carried out by a contractor on 23rd April 2007, will follow HELA 23/19.</p>
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6.0	REVIEW	
6.1	Review against the Service Plan	<p>An annual review against the service plan is carried out.</p> <p>In addition, performance is monitored monthly and a quarterly report is submitted to Members.</p>
6.1.1	Programmed Inspections	<p>The review below is for the plan period financial year 2006-2007.</p> <p>The target for the last planned period was to achieve 98% for high hazard/risk premises (Category A), 98% for intermediate hazard/risk premises (Categories B1 and B2), 98% for low hazard/risk premises (Categories B3, B4 and C) and 98% for all categories.</p> <p>The actual percentage achieved was 100%, 100%, 100%, 100% respectively (percentage over 100% is recorded as 100%).</p> <p>The total number of inspections carried out was 481 (estimate 390)</p>
6.1.2	Revisits	The number of revisits carried out were 123 (estimate = 120)
6.1.3	Visits to Food Premises	<p>Health & Safety hazard spotting was carried out during every planned food inspection.</p> <p>The number of planned food inspections carried out was 374 (estimate 305)</p>
6.1.4	Special Initiatives	<ol style="list-style-type: none"> 1. Slips and trips = The management of slips and trips was audited at every programmed inspection 481 (estimate 390) 2. Falls from height = The management of falls from height was audited during every programmed inspection 481 (estimate 390).

	<p>3. During the Height Aware Campaign 17 businesses were visited and briefed using the height aware campaign pack (estimate 20)</p> <p>A letter was sent to all managers of estate agents advising them of the Height aware campaign and website</p> <p>4. Workplace transport = The management of workplace transport was audited at every programmed inspection 481 (estimate 390)</p> <p>5. Contact dermatitis = 22 Hairdressers in the District were visited and briefed on the risks and controls for wet work (estimate 16)</p> <p>6. Occupational asthma= 4 small premises handling flour were visited and checked for compliance in controlling exposure to flour dust (estimate 7)</p> <p>7. Duty to manage asbestos = The duty to manage asbestos was raised as a topic issue at every health and safety inspection carried out since September 2006 192 (estimate 100)</p> <p>8. Backs 2006 = During October and November 8 residential care homes were visited and briefed on the campaign (estimate 8)</p> <p>9. Moving Good Safely = 4 businesses were visited and assessed concerning the movement of goods, 2 of which were in connection with the Regional Greene King project (estimate 4)</p>
6.1.5	<p>Service Requests</p> <p>The number of service requests (health & safety complaints and advice to businesses) received was 106 complaints (estimate 60), 101 advice (estimate 82)</p>
6.1.6	<p>Accident & Incident Investigation</p> <p>The total number of notifications received was 55 (estimate 75)</p>

6.1.7 Notices	<p>The number of investigations carried out was 14 (estimate = 23)</p> <p>The following number of 'notices' were issued</p> <ul style="list-style-type: none"> ➤ Informal written warning letters: 328 ➤ Improvement Notices served: 17 ➤ Deferred Prohibition Notices served: 2 ➤ Immediate Prohibition Notices served: 11
6.1.8 Formal Cautions	<p>The number of formal cautions given was 0</p>
6.1.9 Prosecutions	<p>The number of prosecutions was 2</p>
	<p>The number of summons served was 2</p>
6.1.10 Health and Safety Promotion	<p>All businesses for which Rochford District Council is the enforcing authority were sent a letter advising them of the health and safety information available on the Council's website.</p> <p>The CIEH Guidance for the inspection of horse riding establishments and livery yards was sent to all licensed riding establishments. A letter was sent to all known livery yards to advise them of where to obtain a copy of this guidance.</p> <p>Health and safety information was made available at Environmental Health Awareness Day in June 2006.</p> <p>Information was provided to delegate packs for a business breakfast meeting in September 2006.</p> <p>Various articles were published regarding the special initiatives in paragraph 3.1.7, in Rochford District Matters.</p>

<p>6.1.11 Quality Assessment</p>	<p>A newsletter for businesses attending the business event in December was produced to explain progress with these special initiatives.</p> <p>The following audits were carried out Contractor = 9 audits (estimate 9)</p> <p>Senior EHO = 1 audit on inspection (estimate 1), 2 audits on complaint, 1 advice audit</p> <p>Principal EHO = No audits were carried out on inspections, advice or complaints (estimate 3).</p> <p>Senior Environmental Health Assistant = 7 audits (estimate 7)</p> <p>Therefore the majority of audits were completed for the period, with the exception of the Principal EHO who was absent for three months due to maternity leave.</p>
<p>6.2 Identification of any variation from the Service Plan</p>	<ol style="list-style-type: none"> 1. Generally more health and safety inspections and special initiatives were carried out than planned. 2. The number of premises targeted for flour dust reduced as a result of identifying fewer businesses than anticipated that directly handle flour and a Lead Authority approach adopted in respect of Bakers Oven that effectively removed them from the programme. 3. Audits of the Contractor, Senior EHO and Senior EHA were completed which had been an area for improvement on the previous plan.

6.3	Areas of Improvement	None
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PROGRAMMED HEALTH & SAFETY INSPECTIONS**1.04.07 TO 31.03.08**

<u>Risk Category</u>	<u>Number of Inspections</u>
A	20
B1	39
B2	54
B3	67
B4	217
C	15
Total	412