
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 2006/2007. 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 Constitution (3). A copy of the Health & Safety Commission's Enforcement Policy Statement and Enforcement Management Model 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 and stress.

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- 2.5 Since last year's report, the HSC have endorsed a number of new 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 evidenced-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 occupational asthma in bakeries, contact dermatitis in hairdressers and florists, asbestos, etc., which have been included in the service plan

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 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 interested parties, including local employers and employees and their representatives. A copy of the service plan has been sent to local Chambers of Trade and Federations 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. The next audit is due to be undertaken in 2007.

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 Committee **RESOLVES To** approve the Health and Safety Service Plan.

Graham Woolhouse

Corporate Director (External 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).

For further information please contact Rob Peacey on:-

Tel:- 01702 318053
E-Mail:- robert.peacey@rochford.gov.uk