

## **HEALTH AND SAFETY ENFORCEMENT - UPDATE**

### **1 SUMMARY**

- 1.1 In December 2002, Members considered an action plan for health and safety enforcement, following an external audit of the Council's health and safety enforcement function by the Health and Safety Commission (HSC).
- 1.2 This progress report details further work which has been undertaken since December 2002.

### **2 IMPROVEMENT ACTION PLAN**

- 2.1 Since the last report, progress has been made in a number of areas and the majority of the action plan has now been implemented.
- 2.2 The action plan is appended.

### **3 RESOURCE IMPLICATIONS**

- 3.1 The Community Overview & Scrutiny Committee considered the resource implications for health and safety enforcement on 10 December 2002 (Min 604/02).
- 3.2 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 had already been achieved with no detriment to standards in other service areas.
- 3.3 The team dealing with Health and Safety and Public Entertainment Licensing has had a District / Senior Environmental Health Officer post vacant since 10 March 2003.
- 3.4 Attempts to recruit for the position so far have been unsuccessful, but are continuing.
- 3.5 If it is not possible to recruit, then alternative ways of meeting planned inspection targets, including the use of contracted staff for specific work, will be considered.

**4 RECOMMENDATION**

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

That progress with the appended action plan for health and safety enforcement is noted. (HHHCC)

Graham Woolhouse

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**Background Papers:**

None

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**Appendix**

**Rochford District Council**

**Action Plan for Health & Safety Enforcement**

	<b>REQUIREMENT/ RECOMMENDATION</b>	<b>IMPROVEMENTS PLANNED</b>	<b>BY (DATE)</b>	<b>PROGRESS</b>
1	The authority should ensure that the revised policy is agreed by Members and published (paragraph 1.4 & 1.8, HSC's Section 18 guidance)	<ul style="list-style-type: none"> <li>Consult local Chambers of Trade/Federation of Businesses</li> <li>Consult on draft policy with sample of business premises and via Internet site.</li> </ul>	<p>Dec 2002</p> <p>Jan 2003</p>	<p>Completed.</p> <p>Now incorporated as part of wider review of regulatory services. Anticipated report to Committee October 2003.</p>
		<ul style="list-style-type: none"> <li>Report to Committee.</li> <li>Publish and publicise.</li> </ul>	<p>Feb 2003</p> <p>April 2003</p>	
2	The authority may wish to consider the balance of regulatory approaches (inspection, educational/promotional, advisory, etc.) in order to achieve a risk-based programme of activity (paragraph 1.8, HSC's Section 18 guidance)	<ul style="list-style-type: none"> <li>Mailshot of information to all businesses.</li> <li>Organise one seminar on HSC priority themes for local businesses.</li> </ul>	<p>Dec 2002</p> <p>July 2003</p>	<p>Completed</p> <p>Deferred to October to coincide with European H&amp;S week.</p>

	<b>REQUIREMENT/ RECOMMENDATION</b>	<b>IMPROVEMENTS PLANNED</b>	<b>BY (DATE)</b>	<b>PROGRESS</b>
3	The local authority is recommended to undertake some peer review and benchmarking activity between officers and authorities to promote the consistency of enforcement (paragraph 1.8 and 4.3, HSC's Section 18 guidance)	<ul style="list-style-type: none"> <li>• Undertake internal training using HSE training videos and peer discussion.</li> <li>• Undertake self-assessment using HSE Internet training facilities.</li> <li>• Internal peer audit of enforcement activity.</li> </ul>	Dec 2002  Dec 2002  April 2003  July 2003	Completed  Completed  Audits of paperwork completed for all inspections in 2002/03.  Agreement reached with other Essex Authorities. Awaiting completion of their peer review exercise.
4	The authority should develop a health and safety Service Plan in accordance with guidance note 3 of the HSC's Section 18 HSWA and any further guidance from HELA. This should be approved by Elected Members and developed in consultation with key stakeholders	<ul style="list-style-type: none"> <li>• Draft H &amp; S Plan.</li> <li>• Consult with Chambers of Trade/Federation of Businesses and via Website.</li> <li>• Report to Community Services Committee.</li> </ul>	Dec 2002  Dec 2002  Jan 2003	Completed  Completed  Completed

	<b>REQUIREMENT/ RECOMMENDATION</b>	<b>IMPROVEMENTS PLANNED</b>	<b>BY (DATE)</b>	<b>PROGRESS</b>
5	The authority should ensure that it has a managed inspection programme to achieve planned inspections that are due according to their level of risk and that this programme focuses on the HSC's priority programmes (paragraph 2.1, HSC's Section 18 guidance)	<ul style="list-style-type: none"> <li>• Survey of industrial estates.</li> <li>• Update premises records.</li> <li>• Desktop risk rating.</li> <li>• Analysis of results and generation of work programme.</li> </ul>	Aug 2002 Oct 2002   Oct 2002   Nov 2002	Completed Database updated. Information obtained from inspections and complaints is used to maintain the database.   Completed   Completed
6	The authority should ensure that it has sufficient resources to deliver a risk-based programme of activity (inspections, promotional activity, etc) (paragraph 9, HSC's Section 18 guidance)	<ul style="list-style-type: none"> <li>• Report to Committee to consider resource issues</li> </ul>	Dec 2002	Completed
7	The authority should ensure that it has an accurate database of the premises where it enforces health and safety (paragraph 2.6, HSC's Section 18 guidance)	<ul style="list-style-type: none"> <li>• Survey of industrial estates</li> <li>• Update premises records (See 5)</li> </ul>	Oct 2002	Database updated.  Information obtained from inspections and complaints is used to maintain the database.

	<b>REQUIREMENT/ RECOMMENDATION</b>	<b>IMPROVEMENTS PLANNED</b>	<b>BY (DATE)</b>	<b>PROGRESS</b>
8	<p>The authority should</p> <ul style="list-style-type: none"> <li>• carry out closer measuring and monitoring of officers' performance to promote the consistency of enforcement (paragraphs 1.8 and 4.3, HSC's Section 18 guidance);</li> <li>• ensure the continuing competency of officers in accordance with Guidance Note 5 and Annex 1 of HSC's Section 18 guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out Desktop risk rating and enforcement allocation as a team exercise</li> <li>• Implement joint inspections by Officers and internal peer audit and review</li> <li>• Two specialist enforcement Officers to undertake post-graduate training.</li> <li>• Internal training - see (3) above.</li> <li>• Attendance at ad-hoc training courses.</li> </ul>	<p>Oct 2002</p> <p>April 2003</p> <p>Sept 2002</p> <p>Dec 2002 and Ongoing</p>	<p>Completed</p> <p>Joint inspections carried out on induction. Peer review to be implemented during 2003/04.</p> <p>Specialist postgraduate training courses ongoing. Year 1 completed. Health &amp; Safety training has been provided through courses, cascade training, computer-based training and consistency exercises.</p>

	<b>REQUIREMENT/ RECOMMENDATION</b>	<b>IMPROVEMENTS PLANNED</b>	<b>BY (DATE)</b>	<b>PROGRESS</b>
9	The Local Authority should develop an action plan to implement the recommendations outlined in the audit report to ensure that it complies with its statutory duties and achieves continuous improvement	<ul style="list-style-type: none"> <li>Action plan developed and approved by Committee</li> </ul>	Dec 2002	Completed
10	Performance against the action plan should be monitored and sufficient resources and commitment should be made available to achieve it and sustain the improvements	<ul style="list-style-type: none"> <li>6-monthly progress report to Committee.</li> <li>Report to Committee to consider resource issues</li> </ul>	Dec 2002 July 2003 Dec 2003	Health & Safety Service plan reported to Committee July 2003. Improvement plan progress report made December 2002, and to this Committee. Next report Dec 2003.
11	The Action Plan should be agreed with, and sent to HELA	<ul style="list-style-type: none"> <li>Plan approved by Committee</li> <li>Plan sent to HELA for consideration</li> </ul>	Dec 2002 Dec 2002	Completed
12	A Progress Report describing action to implement the recommendation should be sent to HELA after 6, 12 and 18 months	<ul style="list-style-type: none"> <li>Reports submitted to HELA</li> </ul>	Jan 2002 July 2003 Jan 2004	Completed Completed