

Appendix

**HOUSING, HEALTH & COMMUNITY CARE
HEALTH & SAFETY SERVICE PLAN 2006/2007**

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<p>1.0 SERVICE AIMS AND OBJECTIVES</p>	
<p>1.1 Aims and Objectives</p>	<p>The Housing, Health & Community Care Service is 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>

<p>1.2 Links to Corporate Aims and Plans</p>	<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>
<p>2.0 BACKGROUND</p> <p>2.1 Profile of Rochford District</p> <p>2.1.1 Profile of Housing, Health & Community Care Service</p> <p>2.2 Organisational Structure</p> <p>2.2.1 Rochford District Council</p> <p>2.2.2 Housing, Health & Community Care</p>	<p>See the website/intranet.</p> <p>See the Constitution (Document 3) and the intranet/website.</p> <p>The Council is restructuring its external services and this will see environmental functions, including this service, incorporated within a new Environmental Services Division. 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>

2.2.3	Manager Responsible for Health & Safety Service	Safety, Food & Regulation Manager.
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 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.

2.4	Demands on the Health & Safety Service	<p>As at 1 April 2006 the Housing, Health & Community Care Service’s database has identified that it is responsible for enforcing health and safety in 1180 premises within the Rochford District. According to HELA 67/1 (rev 3) risk categories can be broken down as follows:-</p>																					
		<table border="0"> <thead> <tr> <th data-bbox="801 432 1021 464"><u>Risk Category</u></th> <th data-bbox="1122 432 1429 464"><u>Number of Premises</u></th> <th data-bbox="1608 432 1939 464"><u>Inspection Frequency</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="846 491 969 523">A =</td> <td data-bbox="1249 491 1301 523">28</td> <td data-bbox="1496 491 1890 523">Not less than once per year</td> </tr> <tr> <td data-bbox="846 547 969 579">B1 =</td> <td data-bbox="1249 547 1301 579">73</td> <td data-bbox="1496 547 1973 579">Not less than once per 18 months</td> </tr> <tr> <td data-bbox="846 603 969 635">B2 =</td> <td data-bbox="1240 603 1310 635">157</td> <td data-bbox="1496 603 1928 635">Not less than once per 2 years</td> </tr> <tr> <td data-bbox="846 659 969 691">B3 =</td> <td data-bbox="1240 659 1310 691">162</td> <td data-bbox="1496 659 2022 730">Use other intervention strategies and review rating after 3 years</td> </tr> <tr> <td data-bbox="846 754 969 786">B4 =</td> <td data-bbox="1240 754 1310 786">559</td> <td data-bbox="1496 754 2022 826">Use other intervention strategies and review rating after 5 years</td> </tr> <tr> <td data-bbox="846 850 969 882">C =</td> <td data-bbox="1240 850 1310 882">201</td> <td data-bbox="1496 850 1957 882">Use other intervention strategies</td> </tr> </tbody> </table>	<u>Risk Category</u>	<u>Number of Premises</u>	<u>Inspection Frequency</u>	A =	28	Not less than once per year	B1 =	73	Not less than once per 18 months	B2 =	157	Not less than once per 2 years	B3 =	162	Use other intervention strategies and review rating after 3 years	B4 =	559	Use other intervention strategies and review rating after 5 years	C =	201	Use other intervention strategies
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		<p>The estimated number of premises types was:</p>																					
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<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>
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<p>3.0 SERVICE DELIVERY</p>	
<p>3.1 Inspection Programmes</p>	
<p>3.1.1 Programmed Inspections</p>	<p>The number of Programmed Health & Safety Inspections for the period is = 390.</p>
<p>3.1.2 Carry Over Inspections</p>	<p>The number of Programmed Health & Safety Inspections carried over from the last financial year is = 0.</p>
<p>3.1.3 Total Inspections</p>	<p>Therefore the total number of Programmed Health & Safety Inspections for the period is = 390. (See the Addendum for a breakdown)</p>
<p>3.1.4 Target</p>	<p>The target percentage of inspection due is:</p>
	<p>High Hazard/Risk (Category A) = 98%</p>
	<p>Intermediate Hazard/Risk (Categories B1 & B2) = 98%</p>
	<p>Low Hazard/Risk (Category B3, B4, & C) = 98%</p>
	<p>All Categories = 98%</p>
<p>3.1.5 Visits to Food Premises</p>	<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 = 305.</p>
<p>3.1.6 Revisits</p>	<p>The estimated number of revisits for this plan period is = 120.</p>

<p>3.1.7 Special Initiatives</p>	<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"> 1. Slips and Trips – “Watch Your Step” follow-up: Project to continue to promote that slips and trips must be taken seriously. The management of slips and trips will be audited during every programmed inspection = 390 2. Falls from Height: Campaign designed to target falls from height across relevant businesses and to promote that “low heights can be high risk” The management of falls from height will be audited during every programmed inspection = 390 During the national campaign from May to June 2006: <ul style="list-style-type: none"> • 20 relevant businesses will be visited and briefed using the “Height Aware” campaign pack • A letter will be sent to managers of all estate agents advising them of the “Height Aware” campaign websites where they can obtain information if their business includes maintaining buildings or plant and involves the need to work at height. 3. Workplace Transport: Project to increase industry awareness that people being run over by workplace vehicles resulted in over 8,000 fatal and other reportable injuries between 2001 and 2004, and enable industry self-assessment and prevention. The management of workplace transport will be audited during every programmed inspection = 390
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	<p>4. Contact Dermatitis: Project to raise awareness in hairdressers, florists and those involved in food preparation and cleaning of the causes, effects and prevention of work-related contact dermatitis.</p> <p>From August to December 2006, 16 hairdressers, beauty premises and florists will be visited and briefed on the risks and controls and assessed for compliance.</p> <p>5. Occupational Asthma: Project to raise awareness in bakeries of the hazards of flour dust.</p> <p>From August 2006 to March 2007, 7 small bakeries will be visited and briefed on the risks and controls and assessed for compliance.</p> <p>6. Duty to Manage Asbestos: Project to raise awareness in all businesses of the risks from asbestos to those involved in building maintenance work and to other people in buildings where asbestos could be disturbed.</p> <p>The duty to manage asbestos will be raised during every programmed inspection from September 2006 to March 2007 where the duty holder is clearly identifiable on site. If the duty holder is not on site, information will be left on site for them or sent. = 100</p> <p>7. Backs 2006: Campaign to continue to promote lifting aids and injury reduction, and also to involve managing sickness absence.</p> <p>During October and November 2006, 8 relevant businesses will be visited and briefed on the risks and controls and assessed.</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. Moving Goods Safety: Cross cutting campaign aimed at workplace transport, slips and trips, falls and musculoskeletal diseases across the goods supply chain and premises involved in the movement of goods e.g. pubs, builders merchants.</p> <p>From November 2006 to March 2007, 4 relevant businesses will be visited and assessed.</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 = 60.</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 the Housing, Health and Community Care Service.</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 = 82.</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> <p>The Council invites all businesses to regular breakfast meetings when any topic can be discussed, including health & safety.</p>
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<p>3.5 Accident & Incident Investigation</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 = 75. The estimated number of investigations for the plan period is = 23.</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>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>3.7 Health & Safety Promotion</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, including advice on the use and disposal of creosote, tanning safety and avoiding back problems.</p> <p>Various health and safety information included in the delegate packs for the Breakfast Business Meetings.</p> <p>Delivery of the Chartered Institute of Environmental Health's (CIEH) Health and Safety Guidance for the Inspection of Horse Riding Establishments & Livery Yards to all Licenced Riding Establishments.</p> <p>Send a letter to all know livery yards in Rochford District advising them about the CIEH's Health and Safety Guidance for the Inspection of Horse Riding Establishments & Livery Yards and where to download a copy.</p> <p>Health and safety information available at a public information day at Rayleigh Civic Suite in June 2006.</p> <p>Letter sent to all businesses for which Rochford District Council is the enforcing authority advising that there is comprehensive health and safety information available on Rochford District Council's website.</p> <p>Various articles and mailshots to promote the special initiatives, see paragraph 3.1.7.</p>
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<p>4.0 RESOURCES</p>	
<p>4.1 Financial Allocation</p>	<p>The overall budget for the Environmental Health Service is £1,065,300. 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.</p> <p>Details of the budget for salaries, travel, subsistence, consultancy, and analytical fees are contained in Rochford District Councils Budget Book 2006/2007.</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>
<p>4.2 Staffing Allocation</p>	<p>The staff available for this period is:</p> <ul style="list-style-type: none"> 1 Safety Food and Regulation Manager 1 Principal Environmental Health Officer (maternity leave until 9/7/06) 1 Food Contractor 1 Health and Safety Contractor 2 Senior Environmental Health Officer 1 Part-time Senior Environmental Health Officer 1 Senior Environmental Health Assistant 1 Environmental Health Assistant. 4 Administrative staff <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 and Sunday Trading duties. The administrative staff also supports the entire Housing, Health and Community Care Service.</p>

<p>4.3 Staff Development Plan</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> <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>
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	<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>The Housing, Health & Community Care service 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> <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. 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>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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<p>5.0 QUALITY ASSESSMENT</p>	<p>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.</p> <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 $(9/200)*100=4.5\%$. <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 Principal and full time Senior EHO will carry out about 20 high risk inspections each per year. Therefore, 1 audit to be carried out each for the period. ➤ A full audit using the Section's "Management Quality Audit Form" to be carried out on 5 complaints/enquiries received each per year.
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	<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>An audit by the Health & Safety Commission was carried out in March 2002. The next audit, either by another Council or a contractor, is due in 2007 and will follow HELA 23/19.</p>
<p>6.0 REVIEW</p> <p>6.1 Review against the service plan</p> <p>6.1.1 Programmed Inspections</p> <p>6.1.2 Revisits</p> <p>6.1.3 Visits to food premises</p>	<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> <p>The review below is for the plan period financial year 2005-2006.</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-B4), 98% for low hazard/risk premises (Category C) and 98% for all categories.</p> <p>The actual percentage achieved was 100%, 100%, 100%, 100% respectively.</p> <p>The number of revisits carried out were 119 (estimate = 120)</p> <p>Health & Safety hazard spotting was carried out during every planned food inspection.</p> <p>The number of planned food inspections carried out was 325 (estimate 300)</p>

<p>6.1.4 Service Request</p>	<p>The number of service requests (health & safety complaints and advice to businesses) received was 142 (estimate 200).</p>
<p>6.1.5 Accident & Incident Investigation</p>	<p>The total number of notifications received was 75 (estimate 70).</p>
<p>6.1.6 Notices</p>	<p>The number of investigations carried out was 23 (estimate = 20)</p> <p>The following number of 'notices' were issued</p> <ul style="list-style-type: none"> ➤ Informal written warning letters: 134 ➤ Improvement Notices served: 28 ➤ Deferred Prohibition Notices served: 6 ➤ Immediate Prohibition Notices served: 5
<p>6.1.7 Formal Cautions</p>	<p>The number of formal cautions given was 0</p>
<p>6.1.8 Prosecutions</p>	<p>The number of prosecutions was 0 The number of summons served was 0</p>
<p>6.2 Identification of any variation from the service plan</p>	<p>1. Due to demands from other work and the Principal Environmental Health Officer being on maternity leave, the plan number of audits (5%) were not completed.</p> <p>A 3% and 1% audit of the inspections carried out by the Full Time Senior EHO and the Senior Environmental Health Assistant was completed.</p> <p>Audits of the inspections carried out by the Principal EHO and of complaints received were not completed.</p>

<p>6.3 Areas of improvement</p>	<p>1. Audits of RDC's health and safety EHOs and EHA needs to be carried out in accordance with 5.0 of this plan</p> <p><u>Action</u> An audit of RDC's health and safety EHOs and EHA will be carried out during 2006/2007.</p>
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Addendum

PROGRAMMED HEALTH & SAFETY INSPECTIONS

1.04.06 TO 31.03.07

<u>Risk Category</u>	<u>Number of Inspections</u>
A	27
B1	45
B2	111
B3	45
B4	134
C	28
Total	390