

Brighton & Hove City Council – Service Plan - Health and Safety at Work – 2010/11

Overall **Aim** of the Service:

“To enforce the law fairly with better use of public money, protecting the environment while growing the economy.”

“To work with others to protect people's health and safety by ensuring risks in the changing workplace are managed properly.”

Our key delivery **priorities** are:

- To manage the risk in high risk, poor performing and/or rogue trader businesses reducing the flows on incapacity benefits from employment
- Investigating major injury incidents and fatalities.
- Responding to enquiries
- Promoting sensible risk management
- Work with business to achieve compliance with the law without increasing financial burdens

Local Priorities:

- Bulk LPG storage
- BME Takeaways – including development of a tool kit for small businesses.
- Retail Robbery – In partnership with the police
- Violence in the licensed premises - In partnership with the licensing team & police
- Faith buildings – Working from height
- CDM – Planning applications
- Outdoor Events
- Noise in the entertainment industry
- Sunbeds
- Asbestos duty to manage
- Officer competency training development RDNA

Regional Priorities:

- Liquid Petroleum Gas (LPG) – bulk storage tanks
- Asbestos Duty to Manage (DTM)
- Construction (LACE)
- Twin Peaks (including Motor Vehicle Repair - MVR)
- Beauty Industry – sunbeds
- Retail Violence

Key National Indicators:

- NI 15 – Serious Violent Crime Rate
- NI 20 – Assaults with injury crime rate
- NI 21 – Dealing with local concerns about antisocial behaviour and crime by local council and police
- NI 28 – Serious knife crime rate
- NI 29 – Gun crime rate
- NI 120 – All-age all cause mortality rate
- NI 122 – Mortality from all cancers at ages under 75
- NI 137 – Healthy life expectancy at age 65
- NI 173 – People falling out of work and on to incapacity benefits
- NI 182 – Satisfaction of businesses with local authority regulatory services
- NI 183 – Impact of local authority regulatory services on the fair trading environment

National Priorities for local Authorities

- LPG inspection campaign
- Construction
- Asbestos DtM
- Respiratory disease
- Asthma in bakeries
- Dermatitis in catering
- Dermatitis in hairdressing
- Noise – 'Sound Advice'
- MSDs
- Sun beds
- Work-related violence and aggression
- Stress in finance and public sector organisations
- Royal Mail
- Heavy loads
- Workplace temperatures
- Workplace transport
- Promoting leadership
- Vulnerable and migrant workers
- Slips and trips
- Ladder Exchange
- Safe interventions at balers and compactors

Our Achievements: 2009/10 – ‘Selling our story’ –Review of the 2009/10 Service plan

The team's achievements in 2008/09 were:

- Completion of 250 high risk planned general inspections.100% of programme.
- Visits to 150 businesses in the night time economy to raise awareness of work related violence.
- Responded to 600 service requests.
- Reviewed 300 accident notifications and investigated as necessary.
- Scrutinised 100 new and varied licence applications & planning applications.
- Participated in the Sussex Liaison Health & Safety Group Asbestos project that included letter drop to 100 businesses in Brighton & Hove and inspection of those businesses over 2 days
- Business enterprise exhibition –Business contacts made and information and advice given.
- Ensured that the City's outdoor events ran safely and included advice and assistance given to Pride, White Air, Burning of the Clocks, Chinese State Circus and the Brighton Festival, Brighton carnival and the children's parade.
- Participating in the Sussex flexible warranting scheme.
- Received a Best Practice Award from LACORS and HSE for retail violence project.
- Presentations to the refugee forum, the LGBT village pub watch and the institute of conflict management to raise the profile of the service and promote work with communities.
- 12 messages of the month sent to over 200 businesses on mailing list
- Health and safety e-newsletter to 2,500 small & medium sized businesses.

Ensuring Quality

To ensure that the service we offer to residents and businesses is of high quality we will ensure that:

- All officers carrying out enforcement work are appropriately authorized, according to their ability, qualifications, expertise and experience.

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- That officer's competence is continually assessed and that we support officers to develop their skills and widen their experience.
- That we will ask for feedback from business and residents on the quality of the service we provide and strive to continually improve
- That our work is audited externally by the British Standards Institute to ensure compliance with ISO9000 Quality Assurance.
- We will continue to participate in local peer reviews with neighbouring local authorities to ensure consistency and best practice.
- To continually update our data base to provide accurate details of business to help us communicate targeted health & safety messages effectively.

Work plan and resources

Staff resources – 4.5 FTE Health & Safety Team – 3.25 FTE Occupational Health Team

Item	Resources	Timescales	How	Outcome
BME Takeaways – Work related violence				
To complete visits to 50 BME takeaways, working with the racial harassment forum, the partnership community safety team, and police to raise awareness of work related violence and ensure compliance with other related H&S requirements.	0.15 FTE	Throughout 20010/11	Visits to 50 premises (takeaways) Advice given on violence at work, stress at work, Slips trips and falls, gas/electrical safety,	<p>National Indicator NI 15 – Serious Violent Crime Rate NI 20 – Assaults with injury crime rate NI 21 – Dealing with local concerns about antisocial behaviour and crime by local council and police NI 173 – People falling out of work and on to incapacity benefits</p> <p>Performance indicator Number of completed visits % increase in confidence in management %increase in those premises that are H&S compliant.</p> <p>Outcome Increased standards of</p>

				employee and public health and safety in night time economy premises. Increased awareness of specific and general H&S issues pertinent to night time economy businesses.
Development of a H&S Toolkit				
To develop a H&S toolkit to help small and medium sized enterprises achieve compliance with H&S requirements.	0.15 FTE	Throughout 2010/11	Create a toolkit for specific business communities to help them comply with health & safety requirements	National indicator NI 173 – People falling out of work and on to incapacity benefits NI 182 – Satisfaction of businesses with local authority regulatory services NI 183 – Impact of local authority regulatory services on the fair trading environment Performance indicator Completion of toolkit Outcome Increased compliance with health & safety requirements
Retail Robbery				
To follow up intelligence from the police in respect of retail robberies and visit premises to ensure compliance with H&S requirements	0.15 FTE	Throughout 2010/11	Visits to 50 businesses. Advice given on work related violence and ensure compliance with H&S requirements	National indicator NI 15 – Serious Violent Crime Rate NI 20 – Assaults with injury crime rate NI 21 – Dealing with local

				<p>concerns about antisocial behaviour and crime by local council and police</p> <p>NI 28 – Serious knife crime rate</p> <p>NI 29 – Gun crime rate</p> <p>NI 120 – All-age all cause mortality rate</p> <p>NI 173 – People falling out of work and on to incapacity benefits</p> <p>Performance indicator</p> <p>Numbers of premises inspected</p> <p>% increase in confidence in management.</p> <p>% increase in premises that are H&S Compliant.</p> <p>% reduction in repeat robberies.</p> <p>Outcomes:</p> <p>Reduction in repeat robberies. & corresponding associated violence to workers</p>
Licensed Premises – Work Related Violence				
To follow up information from Joint intelligence meetings of violence in licensed premises and carry out visits to ensure compliance with H&S requirements	0.15 FTE	Throughout 2010/11	Visits to 50 businesses. Advice given in respect of work related violence and ensure compliance with H&S requirements.	<p>National Indicator</p> <p>NI 15 – Serious Violent Crime Rate</p> <p>NI 20 – Assaults with injury crime rate</p> <p>NI 21 – Dealing with local</p>

				<p>concerns about antisocial behaviour and crime by local council and police</p> <p>NI 28 – Serious knife crime rate</p> <p>NI 29 – Gun crime rate</p> <p>NI 120 – All-age all cause mortality rate</p> <p>NI 173 – People falling out of work and on to incapacity benefits</p> <p>Performance indicator</p> <p>Number of premises inspected</p> <p>% increase in confidence in management</p> <p>% reduction in reported incidents in those premises</p> <p>Outcomes:</p> <p>Reduction in corresponding associated violence to workers</p>
Supporting Small & Medium Sized Enterprises				
Send monthly health & safety messages promoting sensible risk management.	0.1 FTE	Throughout 2010/11	<p>Press release new service, collect email addresses from visits & self assessment risk rating questionnaires.</p> <p>Use BHCC email system to deliver messages.</p>	<p>National Indicator</p> <p>NI 173 – People falling out of work and on to incapacity benefits</p> <p>NI 182 – Satisfaction of businesses with local authority regulatory services</p> <p>NI 183 – Impact of local authority regulatory services on</p>

				<p>the fair trading environment</p> <p>Performance indicator Number of messages sent</p> <p>Outcome Increased standards of employee and public health and safety business contacted. Sensible risk management promoted</p>
Working from height				
Letter drop and inspection of faith buildings in the city	0.2 FTE	Throughout 2010/11	Carry out 100 inspections of faith buildings in the city	<p>National Indicator NI 120 – All-age all cause mortality rate NI 173 – People falling out of work and on to incapacity benefits</p> <p>Performance indicator Number of premises inspected % increase in confidence in management %Increase in H&S compliance</p> <p>Outcome Working from height risk assessed & workers trained @working from height</p>
Bulk LPG Storage				
Carryout inspections of Bulk LPG storage facilities in the city	0.1 FTE	Throughout 2010/11	Carryout inspections of bulk LPG storage facilities in Brighton & Hove that	<p>National Indicator NI 173 – People falling out of work and on to incapacity</p>

			have been identified by the HSE as high risk	benefits NI 120 – All-age all cause mortality rate Performance Indicator Number of premises inspected % increase in confidence in management %Increase in H&S compliance Outcome Reduced risk of LPG explosion and consequent major injury and death
Community Events			.	
Support the following community events <ul style="list-style-type: none"> • Ladyboys of Bangkok • Childrens Parade • Brighton carnival • Brighton Festival Performance • Chinese State Circus • Hanover day • Pride • Zippo Circus • White Air • Fiery food • Burning of the clocks • Brighton Marathon 	0.2FTE	Througho ut 2010/11	Attend meetings, give advice, review event management plans and risk assessments. Attend events where necessary to enforce and give advice. Monitor and enforce occupation noise exposure limits.	National indicator NI 120 – All-age all cause mortality rate NI 173 – People falling out of work and on to incapacity benefits Performance indicator Number of Event Management Plans Reviewed Outcome Increased safety at public community events. Forming links with communities

Partnership Working				
Participate in the Sussex Liaison Group (SHSLG) pan Sussex health & safety project	0.1 FTE	Throughout the year January-March 2011	Chair the SHSLG Represent BHCC at SHSLG Participate in Sussex wide Health & Safety initiative	National indicator NI 120 – All-age all cause mortality rate Performance indicator Number of meetings attended Project completed. Outcome Joined up approach to regional health & safety initiatives.
Implementation of Sussex wide peer review	0.1 FTE	April 2011	Work towards improving S18 compliance as set out in peer review action plan	National indicator NI 120 – All-age all cause mortality rate Performance indicator Implementation of Peer Review Action Plan. Outcome Raise standards of compliance with 'mandatory practice' S18 guidance.
To review new and varied license applications & planning applications and make representations where appropriate.	0.2FTE	Throughout 2010/11	Scrutinise and comment on applications where appropriate. Advice on CDM regulations & workplace regulations. Visits to premises as necessary.	National Indicator NI 120 – All-age all cause mortality rate Performance indicator Numbers of licence & planning applications reviewed. Outcome Proactive development of

				consistent and high standards of health and safety in proposed new commercial operations and licensed premises.
Programme work				
To carry out appromixetly 150 High risk planned general inspection targeting the highest risk (A, B1 & B2) including Cooling Towers	0.5 FTE	Througho ut 2009/10	To carry out 150 planned general inspections to high risk business due to be inspected in 2009/10. To advise and carry out enforcement as necessary.	<p>National indicator All specified NIs</p> <p>Performance Indicator Number of inspections undertaken. % increase in confidence in management % increase in H&S compliant businesses</p> <p>Outcome To maintain or where necessary improve standards of employee and public health and safety in local businesses.</p>
To respond to 600 requests for service	2FTE	Througho ut 2009/10	Respond to 95% of Service Requests within deadlines.	<p>National Indicator All specified NIs</p> <p>Performance Indicators. Percentage of Service Requests responded to within departmental deadlines.</p> <p>Outcome Maintain standards of customer service at a high level.</p>

To review all accident notifications and to investigate them all appropriately.	0.2 FTE	Througho ut 2009/10	To review accident notifications and investigate accidents where they meet BHCC criteria for investigation	<p>National Indicator All specified NIs</p> <p>Performance Indicator Number of accidents investigated.</p> <p>Outcome Reduce the level of work place accidents in local businesses</p>
Quality				
To update the data base using food safety registration details and business rates details.	0.2FTE	Througho ut 2009/10	Premises data from food safety registration forms and businesses rates to be placed on the health & safety premises data base. All new businesses to be sent risk rating questionnaire.	<p>National Indicator All specified NIs</p> <p>Performance Indicator Number of business placed on data base</p> <p>Outcome Better targeting of resources to the highest risk premises.</p>
Healthy Work Places				
Out reach workplaces NHS health checks	3.25FTE	Througho ut 2009/10	<p>Qualified nurses offering NHS health & safety checks targeted at men over 40.</p> <p>Tackling health inequality, obesity, lifestyles, mental health & well being</p> <p>Improved return to work</p>	<p>National indicator for all projects NI 120 – All-age all cause mortality rate. NI 122 – Mortality from all cancers at ages under 75 NI 173 – People falling out of work and on to incapacity benefits.</p> <p>Performance Indicator Number health checks carried out.</p>

<p>Stress Management awareness and training</p> <p>Free Stop Smoking courses in workplaces</p>			<p>(vascular risk assessment & management programme)</p> <p>Offer external employers, managers and team leaders free stress management training to raise awareness about stress in the workplaces.</p> <p>Offer tools, such as the HSE stress risk assessment tools to develop action plans to reduce stress in the workplace.</p> <p>Offer Individual stress management courses are also offered to council employees in partnership with MIND, to help reduce stress within the council and for the council to act as an exemplar employer.</p>	<p>Outcome Improved health of workers</p> <p>Performance Indicator Number of participants, action plans and evaluation forms</p> <p>Outcome Increased awareness about stress in the workplace, early detection and better management of stress in the workplace. Reduced sickness absence.</p> <p>Performance Indicator Number of participants and evaluation forms</p> <p>Outcome Reduced stress within the council</p>
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<p>The B&H Healthiest Workplace Award</p> <p>Business Tournaments</p>			<p>Promote NHS smoking cessation sessions in the workplace; information about smoke free legislation.</p> <p>Sponsor the Brighton & Hove Healthiest Workplace Award as part of the annual B&H Business Awards (BAHBAs) for the third year running to raise awareness of wellbeing in the work place and to reward good practice.</p> <p>Set up and promote business tournaments in partnership with Sussex County Sport Partnership</p>	<p>Performance Indicator Uptake monitored by NHS Brighton & Hove</p> <p>Outcome Reduced number of employees that smoke. Improved health and reduced sickness absence.</p> <p>Performance Indicator Number of award applicants</p> <p>Outcome Increased awareness about benefits of promoting good health and wellbeing in workplaces.</p> <p>Performance Indicator Number of participating workplaces</p> <p>Outcome Increased number of employees from local workplaces participating in physical activity.</p>
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<p>Healthy Eating</p>			<p>and as part of the annual Take Part Sport Festival to raise awareness of benefits of physical activity for employees</p>	<p>Performance Indicator Number of awards</p> <p>Outcome Increased availability of health food choices for people eating away from home and at work</p>
<p>Weight Management in workplaces</p>			<p>Promote access to healthy eating in workplaces through a Phase 2 launch of the healthy choice food award in partnership with NHS Brighton & Hove and B&H Food Partnership</p>	<p>Performance Indicator Uptake and evaluation forms</p> <p>Outcome Improved access to affordable weight management session. Reduced risk of obesity.</p>
<p>Healthy Workplace Website</p>			<p>Pilot free weight management session in small to medium sized businesses in partnership with B&H Food Partnership</p> <p>Update the Health Work</p>	<p>Performance Indicator Website hits</p> <p>Outcome Increased awareness of benefits of and resources available to support employers to create</p>

<p>B&H Healthy Workplace Network</p>			<p>& Wellbeing B&H website with information for local employers about how to create health promoting workplaces, benefits and resources available locally. Continue to promote the website to local employers via the B&H Healthy Workplace Network, press releases, events, mail and e-mail shots.</p> <p>Continue to support the B&H Healthy Workplace Network, including representatives from local businesses and organisations with meetings and e-mail news update</p>	<p>health promoting workplaces.</p> <p>Performance Indicator Number of participants</p> <p>Outcome Increased awareness of benefits of and resources available to support employers to create health promoting workplaces. Increased uptake of resources. Improved staff health and wellbeing.</p>

