

# Appendix 1

## Brighton & Hove City Council – Service Plan - Health and Safety at Work – 2014/15

Overall **Aim** of the Service:

Tackling inequality by engaging with people who live and work in the City to protect public health by ensuring that the risks in changing workplaces are properly managed.

### **Summary of national planning priorities 2014 - 2015**

#### **Over arching principles**

Local Authorities should decide, plan and target their health & safety interventions having regard to the range of interventions available, the risk profile of the business/sector, national information (accident statistics, national priorities, Primary/Lead Authority inspection plans) and local knowledge and priorities. Local Authorities should reserve proactive inspection for Category 'A' premises and consider the use of other non-inspection techniques for other categories of premises. In keeping with the Government's reforms of health and safety, there are no restrictions on reactive work.

Our key delivery **priorities** are:

- To inspect category A premises
- To investigate accidents
- To respond to complaints and enquires
- To respond to referrals from services or other organisations
- To scrutinise the city's high risk and high impact outdoors events
- Registering and ensuring tattooists comply with the city's bylaws.
- To partnership work with the fall prevention team to reduce the amount of preventable falls in care homes.

#### **List of activities/sectors for proactive inspections by local authorities – specified in the national enforcement code.**

| <b>No</b> | <b>Hazards</b>                  | <b>High Risk Sectors</b>  | <b>High Risk Activities</b>   |
|-----------|---------------------------------|---|---|
| 1         | Legionella infection            | Premises with cooling towers/evaporative condensers               | Lack of suitable legionella control measures                                  |
| 2         | Explosion caused by leaking LPG | Premises (including caravan parks) with buried metal LPG pipework | Buried metal LPG pipe work For caravan parks to communal/amenity blocks only) |

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| 3  | e.coli/cryptosporidium infection esp. in children                                       | Open Farms/Animal Visitor Attractions  | Lack of suitable microorganism control measures   |
| 4  | Fatalities/injuries resulting from being struck by vehicles                             | Tyre fitters*/ MVR* (as part of Car Sales) High volume Warehousing/Distribution  | Use of two-post vehicle lifts<br>Workplace transport  |
| 5  | Fatalities/injuries resulting from falls from height/ amputation and crushing injuries. | Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants  | Workplace transport/work at height/cutting machinery /lifting equipment.  |
| 6  | Industrial diseases (occupational asthma/deafness)                                      | MVR* Industrial retail/wholesale premises e.g. steel stockholders, builders/timber merchants                                   | Use of Isocyanate paints Noise and dust.  |
| 7  | Falls from height   | High volume Warehousing/Distribution   | work at height  |
| 8  | Crowd control & injuries/fatalities to the public                                       | Large scale public events/sports/leisure facilities e.g. motorised leisure pursuits including off road vehicles and track days | Inadequate consideration of public safety e.g. poor organisation and/or supervision of high speed or off-road vehicle movements |
| 9  | Carbon monoxide poisoning and gas explosion   | Commercial catering premises using solid fuel cooking equipment  | Lack of suitable ventilation and/or unsafe appliances.  |
| 10 | Violence at work  | Premises with vulnerable working conditions (lone/night working/cash handling e.g. betting shops/off-licences/care settings.   | Lack of suitable security measures/procedures   |

**Local Priorities:**

- To scrutinise the city's high risk and high impact outdoors events

- Registering and ensuring tattooists comply with the city's bylaws.
- To partnership work with the fall prevention team to reduce the amount of preventable falls in care homes.

### **National Priorities:**

- The national programme of work for the control of legionella
- Raising awareness on the duty to manage asbestos
- Animal contact at visitor attractions.
- Underground LPG
- Investigation of incidents and complaints
- Reactive work only in accordance with the Beauty sector strategy.

### **Our Achievements:- 'Selling our story' –Review of the 2013/14 Service plan**

The team's achievements in 2013/14 were:

- Inspections of city's high risk businesses.
- Inspection of the city's cooling towers.
- Carried out 5 training sessions for BME take-away businesses working with partners – Police, business crime reduction partnership and partnership community safety team in respect of work place violence and hate crime reporting.
- Carried out 100 contacts with skin piercers to ensure they are compliant with the city's bylaws.
- Advice given to 10 registered scrap metal merchants to ensure they comply with changes in the Scrap Metal Dealers Act.
- Responded to 675 service requests.
- Reviewed 200 accident notifications and investigated as necessary.
- Scrutinised 250 new and varied licence applications & planning applications.
- Ensured that the City's outdoor events ran safely and included advice and assistance given to Pride, Marathon, Brighton Festival and Fringe Festival, Burning of the Clocks, the Brighton Festival, Fat Boy Slim concert at the Amex stadium, Shakedown, Paddle around the pier, Brighton Japan Festival
- Registered 300 tattooists at the Tattoo convention at the Hilton Metropole hotel , Ensured the tattooists complied with the bylaws and the event was run safety.
- Participating in the Sussex flexible warranting scheme and Major Incident Team.

- 12 messages of the month sent to over 130 businesses on mailing list
- Issued 1 simple Caution.
- Carried 4 fatality investigations and assisted the Coroner in her investigation.
- Promoted the 'Workplace Wellbeing Charter'
- Continue to promote the Free Health Check service for employers and employees.
- Businesses have received Health Checks for their workforce
- Improving health in the workplace by encouraging employers to support their staff
- Provided opportunities over the summer for physical activity for businesses after work e.g. volleyball, football, badminton, table tennis
- Small grants scheme (up to £500) - businesses received grants to deliver a programme that addressed the health and wellbeing of employees

## **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.
- 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 ISO9001 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.
- We will participate in the Sussex Local Authority Health and Safety Liaison Group to share good practice, collaborate on training and discuss local, regional and national issues.

- To liaise with the HSE to ensure consistency in approach of enforcement.

## Work plan and resources

Staff resources – 2.2 FTE Health & Safety Team – 2.25 FTE Occupational Health Team

| Item  | Resources | Timescales         | How & Why   | Outcome  |
|---|-----------|--------------------|---|--|
| <b>Investigations of complaints</b>   |           |                    |   |  |
| To respond to approximately 350 requests for service                              | 1 FTE     | Throughout 2014/15 | Respond to 95% of Service Requests within deadlines.  | <p><b>National Planning Priority</b><br/>Reactive referral work</p> <p><b>Performance Indicators.</b><br/>Percentage of Service Requests responded to within departmental deadlines.</p> <p><b>Outcome</b><br/>Maintain standards of customer service at a high level.</p> |
| <b>Skin Piercing Registration</b>   |           |                    |   |  |
| To ensure skin piercers and skin piercing premises comply with the city's bylaws. | 0.3FTE    | Throughout 2014/15 | Assessment and registering of new skin piercers and visits to new skin piercing premises to ensure compliance with the city's bylaws. | <p><b>National Planning Priority</b><br/>Reactive referral visits</p> <p><b>Performance Indicator</b><br/>No of visits carried out &amp; assessments made.</p> <p><b>Outcomes</b><br/>Reduction of complaints about skin piercers</p>                                      |
| <b>Investigation of Accidents</b>   |           |                    |   |  |
| To review all accident notifications and to investigate them all appropriately.   | 0.5 FTE   | Throughout 2014/15 | To review approximately 200 accident notifications and  | <p><b>National Planning Priority</b><br/>Reactive referral work</p> <p><b>Performance Indicator</b></p>  |

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|  |          |                    | investigate accidents where they meet BHCC criteria for investigation  | Number of accidents investigated.<br><b>Outcome</b><br>Reduce the level of work place accidents in local businesses  |
| <b>Supporting Small &amp; Medium Sized Enterprises</b>   |          |                    |  |  |
| Send monthly health & safety messages promoting sensible risk management. & Updating website to provide resource for small and medium sized businesses   | 0.05 FTE | Throughout 2014/15 | Collect email addresses from visits & self assessment risk rating questionnaires.<br>Use BHCC email system to deliver messages.<br>Update the website. | <b>National Planning Priority</b><br>Education and awareness<br><b>Type of intervention</b><br>Awareness raising and education<br><b>Performance Indicator</b><br>Number of messages sent<br>Website updating<br><b>Outcome</b><br>Increased standards of employee and public health and safety business contacted.<br>Sensible risk management promoted |
| <b>Supporting the city's outdoor events</b>  |          |                    |  |  |
| Support the following community events <ul style="list-style-type: none"> <li>• Brighton Marathon</li> <li>• Brighton Fringe Festival</li> <li>• Brighton Festival</li> <li>• Pride</li> </ul> | 0.1 FTE  | Throughout 2014/15 | Scrutinising event management plans and providing advice for event organisers.   | <b>National Planning Priority &amp; National Enforcement Code</b><br>Reactive referral work<br><b>Type of intervention</b><br>Promoting best practice.<br>Working with a sector  |

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| <ul style="list-style-type: none"> <li>• Price Village Street Party</li> <li>• Shakedown</li> </ul> |         |                              |   | <p><b>Performance indicator</b><br/>Number of Event Management Plans Reviewed</p> <p><b>Outcome</b><br/>Increased safety at public community events.<br/>Forming links with communities</p>   |
| <b>Partnership Working</b>  |         |                              |   |   |
| Participate in the Sussex Liaison Group (SHSLG ) pan Sussex health & safety project                 | 0.1 FTE | Througho ut the year 2014/15 | <p>Represent BHCC at SHSLG</p> <p>Participate in Sussex wide Health &amp; Safety initiative</p>                       | <p><b>National Planning Priority</b><br/>Section 18 compliance - partnership working</p> <p><b>Performance indicator</b><br/>Number of meetings attended<br/>Project completed.</p> <p><b>Outcome</b><br/>Joined up approach to regional health &amp; safety initiatives.</p> |
| <b>Alcohol Licensing</b>  |         |                              |   |   |
| To review new and varied alcohol licence applications make representations where appropriate.       | 0.1FTE  | Througho ut 2014/15          | Scrutinise and comment on applications where appropriate. 150 licensing applications Visits to premises as necessary. | <p><b>National Planning Priority</b><br/>Reactive referral work</p> <p><b>Performance indicator</b><br/>Numbers of licence reviewed.</p> <p><b>Outcome</b><br/>Proactive development of consistent and high standards of health and safety in proposed licensed premises.</p> |
| <b>Fall Prevention Project</b>  |         |                              |   |   |



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| To partnership work with the fall prevention team to reduce the amount of preventable falls in care homes. | 0.05FTE | Through out 2014/15 | To share intelligence with the Falls prevention team and to promote fall prevention training with under engaged care homes. | <p><b>National Planning Priority</b><br/>Reactive referral work</p> <p><b>Performance indicator</b><br/>Numbers of fall incidents shared with the falls prevention team and subsequent follow ups.</p> <p><b>Outcome</b><br/>Reduction in the numbers of preventative falls in care homes.</p>  |
| <b>Healthy Work Places</b>   |         |                     |   |   |
| Healthy Workplaces Action Plan completed as part of One Planet Living section 10 Health & Happiness        | 0.2 FTE | Through out 2014/15 | To promote the importance of workplace health and wellbeing to businesses   | <p><b>Public Health Outcome Framework</b><br/>Improving health in the workplace by encouraging employers to support their staff, and those moving into and out of the workforce, to lead healthier lives</p> <p><b>Type of intervention</b><br/>Advice and support</p> <p><b>Performance Indicator</b><br/>Number of businesses promoting employee health and wellbeing</p> <p><b>Outcome</b><br/>Increased health and wellbeing initiatives in the workplace</p> |
| Promote the Workplace Wellbeing Charter (WWC) to businesses  | 0.1 FTE | Through out 2014/15 | To promote the WWC to businesses  | <p><b>Workplace Wellbeing Charter</b><br/>Self assessment standards</p> <p><b>Type of intervention</b></p>  |

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|  |         |                    |   | <p>Advice and support</p> <p><b>Performance Indicator</b><br/>Number of business engaged with the action plan</p> <p><b>Outcome</b><br/>Improved health &amp; wellbeing in the workplace</p>  |
| Work with businesses to attain WWC status                              | 0.1 FTE | Throughout 2014/15 | To promote the importance of workplace health and wellbeing to businesses | <p><b>Workplace Wellbeing Charter</b><br/>Self assessment standards</p> <p><b>Type of intervention</b><br/>Review work practices in light of WWC standards</p> <p><b>Performance Indicator</b><br/>Number of businesses signed up to the WWC</p> <p><b>Outcome</b><br/>Increased health &amp; wellbeing initiatives</p> |
| Promote the Free NHS Health Check Service for employers and employees. | 0.1 FTE | Throughout 2014/15 |   | <p><b>NHS Health Checks</b><br/>Vascular risk assessment</p> <p><b>Type of intervention</b><br/>NHS Health Checks for employees</p> <p><b>Performance Indicator</b><br/>Number of health checks delivered</p> <p><b>Outcome</b><br/>Improved health &amp; wellbeing and reduced sickness absence</p>                    |
| Promote Small Grants scheme  | 0.1 FTE | Throughout         | Promoting the small   | <b>Healthy City Partnership</b>   |

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| available to businesses  |         | ut 2014/15             | grants scheme to businesses  | <p><b>Type of intervention</b><br/>Support and advice around health and wellbeing initiatives</p> <p><b>Performance Indicator</b><br/>Number of grants awarded</p> <p><b>Outcome</b><br/>Improved employee health and wellbeing</p>                             |
| Support Businesses in the delivery of health promoting activities that address employee health and wellbeing | 0.1 FTE | Througho<br>ut 2014/15 | Provide advice and support to businesses around workplace health and wellbeing | <p><b>Healthy City Partnership</b></p> <p><b>Type of intervention</b><br/>Support and advice</p> <p><b>Performance Indicator</b><br/>Number of business engaged with the action plan</p> <p><b>Outcome</b><br/>Increased health &amp; wellbeing initiatives</p> |
| Organise Beach Volleyball, football, badminton and table tennis tournaments through summer months            | 0.1 FTE | Througho<br>ut 2014    | To promote the importance of physical activity in the workplace                | <p><b>Healthy City Partnership</b></p> <p><b>Type of intervention</b><br/>Physical activity</p> <p><b>Performance Indicator</b><br/>Number of business taking part</p> <p><b>Outcome</b><br/>Increased physical activity</p>                                    |
|  |         |                        |  |   |